

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

May 14, 2018
DATE DRAFTED

Authorizing Smarsh Cellular Text Message Archiving Service

1 **WHEREAS**, Wisconsin state statutes and Rock County ordinances require that Rock County retain all
2 records and communications related to County business for purposes of responding to requests such as
3 Public Record requests, subpoenas, and other litigation matters; and,
4

5 **WHEREAS**, Rock County employees are increasingly using cellular text messaging as part business
6 processes; and,
7

8 **WHEREAS**, the Information Technology department has coordinated the establishment of a cellular
9 text message archival process with US Cellular, the County's primary cellular provider, and Smarsh,
10 the sole third-party cellular text message archive provider that partners with US Cellular; and,
11

12 **WHEREAS**, the 2018 budget includes funding for implementing text message archiving for County
13 cellular phones and providing the first 12 months of archival service.
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this 14th day of JUNE, 2018 that a Purchase Order for archiving cellular text messages
17 be issued to Smarsh in the amount of \$51,991.60.
18

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Mary Beaver
Mary Beaver, Vice Chair

Absent
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

Bob Yeomans
Bob Yeomans

FISCAL NOTE:

Sufficient funds were included in the 2018 budget for the cost of this project.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. Smarsh is the sole source provider of archival service that partners with US Cellular.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Richard Greenlee
Richard Greenlee
Corporation Counsel

18-6A-028

Executive Summary for Smarsh Cellular Text Message Archiving Service

The use of cellular text messaging by County employees as part of their work is increasing and has shown to be very useful in streamlining communications and business processes. The County recognizes the duty to comply with state statutes and County ordinances that deal with public records and records retention, and the County has identified the archival of cellular text messages as necessary to comply with public records and records retention requirements.

The County's primary cellular provider, US Cellular, has recently partnered with a third-party archival service, Smarsh, for meeting the needs of US Cellular customers who have text message archival requirements. The 2018 budget includes funding for the expense of cellular text message archival.

This resolution authorizes the first 12 months of archiving and includes the following cost components:

• One-time set-up fee	\$850.00
• 12 months of archival service for 534 phones (\$7.70 per month ea.)	\$49,341.60
• 12 months of Platform server charges	<u>\$1,800.00</u>
First 12 Months Total:	\$51,991.60

Smarsh is the sole archival service that partners with US Cellular.