

30031

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
FEBRUARY 11, 2010**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**RECORDS STORAGE, MANAGEMENT & RETRIEVAL
REGISTRAR’S OFFICE
HAROLD WASHINGTON COLLEGE**

THE CHANCELLOR

REPORTS

that effective July 1, 1999 Harold Washington College entered into an annually renewable agreement (the “Agreement”) with Pierce Leahy Archives, which was subsequently sold to Iron Mountain Records Management Inc., to store voluminous records from Harold Washington’s Registrar’s Office, Financial Aid Office, Admissions Office, Human Resources, City-Wide College, St. Mary’s GED, and Military programs; and

that as of December 4, 2009 past due invoices owed to Iron Mountain for the period 5/31/09-10/31/09 as stated by Iron Mountain are in the amount of \$8,300 and total payments through June 30, 2010 are expected to be approximately \$15,000; and

that although immediate termination of the Agreement is not practicable, Harold Washington is exploring the feasibility of transferring its storage to Recall Total Management Solutions, a storage vendor that has been approved as a District vendor as part of a bidding process held by the consortium of Illinois Community College Districts, to which District 508 belongs; and

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize immediate payment to Iron Mountain of \$8,300 for past due invoices and approve further payments in an amount up to \$15,000 to continue storage payments with this vendor through June 30, 2010.

FINANCIAL

\$23,300 -Education Fund-00003-2061200-80000-00000-539100-000000

Respectfully submitted,

Deidra J. Lewis
Interim Chancellor