

**COUNTY OF LEHIGH, PENNSYLVANIA
COMMISSIONERS BILL 2014-23
SPONSORED BY COMMISSIONERS CREIGHTON & DOUGHERTY
REQUESTED DATE: AUGUST 6, 2014
ORDINANCE NO. 2014-**

**AMENDING THE 2014-2018 LEHIGH COUNTY CAPITAL PLAN TO INCLUDE
TWO PROJECTS WITH IMR LIMITED d/b/a IMR FOR DOCUMENT
RETENTION AND REDACTION**

WHEREAS, §708 of the Home Rule Charter and §602.1 of the Administrative Code of the County of Lehigh, Pennsylvania provide for a five-year capital planning procedure; and

WHEREAS, the Clerk of Judicial Records, Recorder of Deeds Division wishes to upgrade their record keeping and document management; and

WHEREAS, the County would like to have the Russell indexes converted to LANDEX and be provided with a summary of documents identified for redaction; and

WHEREAS, in an effort to do so, the County has obtained funding through the Records Improvement Fund; and

WHEREAS, pursuant to the Administrative Code, an amendment to the 2014-2018 Capital Plan is necessary to include this project; and

WHEREAS, Ordinance approval is required to amend the Capital Plan.

**NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED BY
THE BOARD OF COMMISSIONERS OF THE COUNTY OF LEHIGH,
PENNSYLVANIA, THAT:**

1. The foregoing WHEREAS clauses are incorporated herein as if set

forth in their entirety.

2. The 2014-2018 Lehigh County Capital Plan is hereby amended to include the Recorder of Deeds Division IMR projects, as described in Exhibit "A" attached hereto.

3. The proper officers and other personnel of Lehigh County are hereby authorized and empowered to take all such further action, including any necessary transfers of funds, and execute additional documents as they may deem appropriate to carry out the purpose of this Ordinance.

4. The County Executive shall distribute copies of this Ordinance to the proper officers and other personnel of Lehigh County whose further action is required to achieve the purpose of this Ordinance.

5. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance.

6. This Ordinance shall become effective in ten (10) days after enactment.

ADOPTED this _____ day of _____, 2014 by the

following vote:

Commissioners

AYE

NAY

Geoff Brace
Thomas C. Creighton, III
Percy H. Dougherty
Amanda Holt
David S. Jones, Sr.
Vic Mazziotti
Brad Osborne
Lisa Scheller
Michael P. Schware

ATTEST: _____
Clerk to the Board of Commissioners

APPROVED this _____ day of _____, 2014.

Thomas S. Muller
Lehigh County Executive

ENACTED this _____ day of _____, 2014.

AMENDED CAPITAL PLAN PROJECT FOR 2014-2018

Number 114 Title Redaction of SSN's DOB 010902

Contact Andrea Naugle Dept./Office/Bureau Judicial Records-Deeds

Est. source Contract with Vendor Type Upgrade Status New

Annual cost		Component cost		Funding source(s)	
2014	\$63,200	Construction		Finance	
2015		Contingency		Liquid Fuels	
2016		Development		Operating	
2017		Engineering	\$0	Other Revenue/Grants	\$63,200
2018		Furniture/Equip		Parks Fund	
		Land			
		Other Exp	\$63,200		

5-year total \$63,200 Component total \$63,200 Revenue total \$63,200

Description This contract with IMR (vendor) will use a backfile process to review all images from 1984 to present (approx. 7,600,000 images) and identify the images and records that potentially contain Social Security Numbers by using OCR (Optical Character Recognition) for machine print and ICR (Intelligent Character Recognition) for handwritten content. IMR will determine the presence and locations of Social Security Numbers and provide a list of documents that potentially contain Social Security numbers in a spreadsheet with the XML coordinates of the images. The Recorder of Deeds staff will use the LANDEX redaction tool to redact them.

Justification Funds have been secured and are available from the Records Improvement Fund for Judicial Records-Deeds.

EXHIBIT

A

AMENDED CAPITAL PLAN PROJECT FOR 2014-2018

Number **113** Title **Russell Conversion to LANDEX** DOB **010902**

Contact **Andrea Naugle** Dept./Office/Bureau **Judicial Records-Deeds**

Est. source **Contract with Vendor** Type **Upgrade** Status **New**

Annual cost		Component cost		Funding source(s)	
2014	\$132,919	Construction		Finance	
2015		Contingency		Liquid Fuels	
2016		Development		Operating	
2017		Engineering		Other Revenue/Grants	\$132,919
2018		Furniture/Equip		Parks Fund	
		Land			
		Other Exp	\$132,919		

5-year total **\$132,919** Component total **\$132,919** Revenue total **\$132,919**

Description To convert the Recorder of Deeds previously scanned Russell-Indexes and images from the IQS Infodex System to the LANDEX System. This contract with IMR (vendor) will convert the existing Russell Indexes (410 books) and images (approx. 2,711,267) from the IQS Infodex System to the LANDEX system, the Recorder of Deeds current recording system. The conversion will incorporate all Lehigh County land records from 1812 to present into one location. It will allow all land records information to be searched electronically within the current LANDEX system and on the Internet, giving the public and professional customers more options to search the historical data from 1812 to 1983.

Justification Funds have been secured and are available from the Records Improvement Fund for Judicial Records-Deeds.