*Information Technology Department*

November 28, 2023 BOW Agenda

To:     Board of Works and Safety
        Mayor Chuck Fewell

From:   Rob Souchon – IT Manager

I respectfully request board approval for the following agenda item:

1. Request approval to purchase a year's subscription to Archive Social for $8,188.00.  Archive Social is an automated social media archiving service that helps to meet public records archiving and servicing public records act requests.  Communications on social media and messaging applications are subject to the same disclosure guidelines as communications on more conventional mediums such as email and text.  Archive Social will archive the city's social media pages such as Facebook, Twitter, Instagram and LinkedIn.  The subscription for Archive Social will be paid for by Greenfield City Council.

2. Request approval to purchase replacement server hardware from Insight for $61,511.36.  The server hardware will refresh the current server hardware used in our VMware environment.  If approved, the funds will be encumbered from the 2023 budget to be paid in 2024.

3. Request approval for the following IT Equipment to be recycled by Technology Recyclers.  The IT equipment is unusable or broken electronic equipment that the City of Greenfield is no longer able to use.  All hard drives will be destroyed, and Certificate of Destruction will be issued by Technology Recyclers listing the serial numbers of each drive.  Technology Recyclers does not charge the City of Greenfield for this service. (See Chart on Page 2)

*Information Technology Department*

| Equipment to be Recycled | Number of Units |
|---|---|
| Computers | 25 |
| Server Hardware | 6 |
| Storage Chassis | 4 |
| Laptops | 14 |
| Tablets | 1 |
| Hard drives | 76 |
| Printers | 9 |
| Monitors | 21 |
| Desk Phones | 19 |
| Network Switches | 15 |
| Network Routers | 12 |
| Network Cameras | 14 |
| UPS | 11 |
| Wireless Antenna | 2 |
| Cash Register | 3 |
| Box of Keyboards, Mice, Power Supplies, and Cables | |