

CAPITAL OUTLAY REQUEST FORM

DEPARTMENT: Information Systems

DIVISION:

PRIORITY: 1

REQUEST: Replace Imaging System Storage

ESTIMATED COST: \$8,000

TRADE-IN: None

JUSTIFICATION/COMMENTS:

The imaging system (OnBase) stores scanned documents and files in their native format that are kept for staff and citizen access. Financial records, court records, contracts, agreements, and a wide variety of documents have been stored in this manner for many years.

The OnBase server will not be replaced, as it will be moved to one of the VMWare servers as part of our consolidation of servers. But, additional storage will need to be purchased for the Vmware system due to the amount of storage required.