



**City Council Questions and Answers for
Thursday, August 08, 2013**

These questions and answers are related to the
Austin City Council meeting that will convene at 10:00 AM on
Thursday, August 08, 2013 at Austin City Hall
301 W. Second Street, Austin, TX



**Mayor Lee Leffingwell
Mayor Pro Tem Sheryl Cole
Council Member Chris Riley, Place 1
Council Member Mike Martinez, Place 2
Council Member Kathie Tovo, Place 3
Council Member Laura Morrison, Place 4
Council Member William Spelman, Place 5**

The City Council Questions and Answers Report was derived from a need to provide City Council Members an opportunity to solicit clarifying information from City Departments as it relates to requests for council action. After a City Council Regular Meeting agenda has been published, Council Members will have the opportunity to ask questions of departments via the City Manager's Agenda Office. This process continues until the final report is distributed at noon to City Council the Wednesday before the council meeting.

QUESTIONS FROM COUNCIL

1. Agenda Item # 16
 - a. QUESTION: 1) What are the criteria for qualification for the Family Business Loan Program? 2) Are loans available to family businesses partnering with other businesses? 3) If so, does this family business have partners and if so, who are they? COUNCIL MEMBER TOVO
 - b. ANSWER: 1) As approved by HUD and the City Council, the Family Business Loan Program Guidelines require borrowers to be a private, for-profit business that has been operating in industrial, retail or distribution activities for at least two (2) years and is able to demonstrate sufficient profitability. An applicant must be a legally-organized business entity registered with the State of Texas; although sole proprietorships are eligible for a micro-loan under this program. The applicant(s) must also meet the size standards of the U.S. Small Business Administration and be a closely-held entity. 2) Yes, as long as the partnership entity meets the eligibility criteria described above. 3) Eastern Diner LLC is registered as a Domestic Limited Liability Company (LLC) with the State of Texas and is owned by three partners: Stephen B. Shallcross, Lauren Shallcross and Mickie Spenser. Stephen and Lauren Shallcross have over 20 years of combined experience in the restaurant industry and own three other Austin businesses. Mickie Spenser has over 15 years of service industry experience and has ownership interests in two other Austin restaurants.
2. Agenda Item # 17
 - a. QUESTION: Can you tell us how the Schedule was prioritized, as in why are we doing these projects for these amounts and in this order? COUNCIL MEMBER SPELMAN
 - b. ANSWER: Pending
3. Agenda Item # 21
 - a. QUESTION: 1) How many such permanent encroachments do staff estimate exist at this time? 2) Please identify encroachments that have existed for more than 10 years and indicate the annual license fee charge. 3) As this option would shift an owner's financial obligations from an annual license fee to a one-time charge, it would not incentivize current or future owners to remove the encroachment. The staff memo provides some background, but please

address more directly why staff believe adding this option is in the city's best financial and/or planning interests. COUNCIL MEMBER TOVO

b. ANSWER: Pending

4. Agenda Item # 22

a. QUESTION: By the terms of the grant, could the funds be used for salaries or overtime pay? Please include the language from the grant that stipulates how the funds can be used. What equipment does the Austin Police Department propose to purchase? COUNCIL MEMBER TOVO

b. ANSWER: See attachment

c. QUESTION: 1) What type of equipment is envisioned with this funding should the grant be awarded? 2) What future expenses are expected as a result of acquiring this equipment? COUNCIL MEMBER MORRISON

d. ANSWER: See attachment

5. Agenda Item # 39

a. QUESTION: The backup states that the information will be available through the dynamic traffic signs and the city's website. Since this is near real-time traffic information, making the information available through social media would have significantly more benefit than just using the city's website. Is promulgation through social media feasible? If not, what enhancements would be needed to make it so? COUNCIL MEMBER MORRISON

b. ANSWER: Pending

6. Agenda Item # 42.

a. QUESTION: Experience has shown that it is imperative that we have adequate levels of technical support built into the contractual requirements. With this contract, the 2 hands-on positions of the ITC and the IQ Engineer will be keys to successfully implementing and bringing the system online. The proposal references indeterminate amounts of time dedicated on site by these personnel. 1) What protections will be put in the contract to ensure these positions are available for an adequate amount of time? The RFP requirement (3.3.1) is for an unlimited number of users. Our current system has 175 SPOCs. The proposal from the vendor is for 80 users, with a note that more users will require the purchase of additional licenses, that 80 should be adequate based on projections from the solicitation documents, and that they would be able to handle very many users but no guarantee of an unlimited number. 2) How has the City evaluated this answer as adequate? One of the most time consuming elements of the PIR process is the manual redaction of personal email addresses from email messages. 3) Does this proposal provide

an automated redaction tool that would take the place of a manual process currently in use? 4) Please note the vendor's response on page 50 to requirement 4.4.1. What does the response mean? Several places in the requirements and in the response address records management. The IQ Documents feature as described on page 38 of the response discusses broad data and content management capabilities. 5) Does this envision management of ALL of the city information or just of copies of the information that is collected as responsive to the PIR? 6) Based upon the fact that our City Clerk is the city's expert in records management, what opportunity has there been for the City Clerk to provide feedback on the proposal and what has that feedback been? COUNCIL MEMBER MORRISON

- b. ANSWER: See attachment.
- c. FOLLOW-UP QUESTION: 1) As noted in the original answer, the proposal includes a capability for 80 users based upon an assessment by PIO that there are 60-80 PIR users. Of the 175 users of the current system, 72 are primary SPOCs and others are backup personnel, thus 80 users would not accommodate backup staff to be registered as users. What is contemplated to account for situations when the user of the new system is unavailable and that staff member has no backup that can access the system? 2) As mentioned, manual redaction of personal emails is one of the (if not the) most time consuming elements of the PIR process for office staff, but this system will not provide an automated tool for doing so. Are there any tools available that could perform this task automatically? If so, would such a tool need to be acquired under separate contract? COUNCIL MEMBER MORRISON
- d. FOLLOW-UP ANSWER: 1) The software capabilities will be evaluated for consistency and functionality during contract negotiations. We will consider and evaluate the number of licenses required during the contract negotiation process. 2) Automatic redaction was not a requirement for this RFP. If your question is referring to software that is capable of reading words and then redacting without additional instructions from the user, we have not researched that type of redaction in connection with this RFP. A tool like that, if it exists, would require a separate contract.
- e. QUESTION: 1) Please provide any available information on why WebQA withdrew its proposal. 2) During the work session, CTM staff mentioned that making PIR responses available on the city's data portal was feasible. As lead on the PIR process, does the Law Department have any other issues to recommend for consideration prior to making this data available on the portal? 3) Also, will the information that the mayor asked for during the work session about what the total cost would be for the WebQA solution when adding in cost for storage etc...will it be provided as part of the council q&a process? COUNCIL MEMBER MORRISON
- f. ANSWER: Pending

7. Agenda Item # 58

- a. QUESTION: Please provide staff or management rationale for not including this expenditure in the proposed 2014 budget. Have staff explored whether this initiative could be undertaken with existing staff resources or pro bono assistance from outside sources? COUNCIL MEMBER TOVO
- b. ANSWER: Pending

8. Agenda Item # 62

- a. QUESTION: This agenda item states that our current Affordability Impact Statement only evaluates the impact on publicly-assisted housing development, yet the language on our AIS seems more general: "Impact on Cost of Development" "Proposed Chagnes Impacting Housing Affordability" etc. Please indicate whether the existing AIS questions all relate specifically to publicly supported housing construction. COUNCIL MEMBER TOVO
- b. ANSWER: Pending

9. Agenda Item # 107


- a. QUESTION: 1) The Master Development Agreement (MDA) for Seaholm placed restrictions on non-profit tenants due to the corresponding impact on the TIF Zone. What is the 30 year NPV tax impact of using all or a portion of the Seaholm Power Plant building for tax-exempt purposes? 2) The July 18th 2013 memo to council regarding the tax impact of this zoning change noted the 'steady increases in taxable value of the Seaholm District' since the TIF zone was established and that 'the TIF would remain substantially in the black, even with historic designation' and tax abatement. Did the final Seaholm MDA have any price escalators to account for the increase in values between 2008, when it was first signed, and today? 3) Is the Seaholm redevelopment participating in the Downtown Public Improvement District similar to the required participation stipulated in the adjacent Green Water Treatment Plant MDA? MAYOR PRO TEM COLE
- b. ANSWER: 1) The current 30-year TIF projection for Seaholm shows a \$2.8M positive NPV cash flow for the City, which includes a historic tax credit for the power plant facility. However, there are a few in the initial years of the TIF projection, in which the TIF revenues are insufficient to cover the debt service on the full \$20.4 million infrastructure package, if amortized traditionally (i.e., with the same payment amount each year), with an aggregate exposure of roughly \$1.5 million before TIF revenues begin fully covering the debt service. The Finance Department has suggested that these negative cash flows that occur in the early years can be addressed through a combination of debt structuring and capitalized interest at the time that the debt is issued. Use of these financing techniques comes at a cost, however, as the principal balance stays higher in initial years and accrues interest that must be factored into


payments in later years. In light of the current analysis that reflects a few years of initial negative cash flow, it is not advised that the power plant be used for non-profit purposes because this would compound the challenge of financing the overall infrastructure package. For example, if 100,000 square feet of the power plant were non-taxable, the 30-year TIF projection for Seaholm would be a just-positive NPV of \$9,284 through traditional financing. However, the first 13 years of the project financing would result in cash outflows exceeding tax revenues by \$3.7 million, which would be more difficult and costly to cover through structured financing and may need to be funded by the City's General Fund or another funding source. In short, the 30-year NPV tax impact for using the power plant for tax-exempt purposes may yield a final positive NPV, but would result in negative cash flow for the first 13 years. However, the impact is that the City would have to find funding sources for a number of initial years in which the property tax and sales tax revenues are insufficient to pay for annual debt service obligations. 2) There are no price escalators for the City or for the developer. However, the MDA provides for profit sharing for the City. For all profits beyond a 13% Internal Rate of Return, the developer begins to share a portion of those profits with the City up until the time that the City is repaid its incentives for the project. 3) No, participation in the Downtown PID is not a requirement for Seaholm. The developer was supportive of the project being added to the Downtown PID when the DAA recently sought reauthorization and expanded the Downtown PID boundaries. However, other neighboring property owners were not supportive, and as a result, the DAA chose not to include Seaholm and neighboring areas within the Downtown PID boundary. The developer believes that the Seaholm development will be added to the Downtown PID at the next opportunity that the DAA seeks to expand the Downtown PID boundaries.

10. AHFC Agenda Items # 3 and # 4

- a. QUESTION: Please provide the rental housing development assistance application submitted for each of these projects, what score each received and identify the scoring panel. If there is a performance measure associated with each project, please also provide it. MAYOR PRO TEM COLE
- b. ANSWER: Pending

END OF REPORT - ATTACHMENTS TO FOLLOW

 The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

 For assistance please call 974-2210 OR 974-2445 TDD.



Council Question and Answer

Related To	Agenda Item # 22	Meeting Date	August 8, 2013
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Additional Answer Information

Yes, by terms of the grant, you could pay personnel and overtime with these funds; however, supplanting is prohibited under JAG and applicants cannot replace or supplant non-federal funds that have been appropriated for the same purpose.

The department has historically chosen to use the funds for Police Law Enforcement equipment to avoid any questions related to the supplanting guidelines. Each year, any equipment that is requested during the budget process that isn't funded through regular budget allocations is then considered for the JAG funding.

For additional guidance regarding supplanting, refer to the information provided at www.ojp.usdoj.gov/funding/other_requirements.htm.

Non-Supplanting of State and Local Funds

Grantees must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

As defined by the grant solicitation, the following are program areas where JAG funds can be used.

Program Areas

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

Prohibited Uses: No JAG funds may be expended outside of JAG program areas. Even within these program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used directly or indirectly to provide for any of the following matters unless the BJA Director certifies that extraordinary and exigent circumstances exist; making them essential to the maintenance of public safety and good order:

- *Vehicles, vessels, or aircraft.
- **Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).

- Any similar matters.

The grant was submitted with the following equipment. At the time of submission the following items were included that had been requested for FY2014 and where not included in the proposed FY2014 funding. The department is also trying to obtain funding for the downlink via a State grant and if successful (it is competitive) this grant would be amended to include other requested items that didn't get funded through the normal budget process.

City of Austin (\$240,778)

- License and Weight Scales for Highway Enforcement
16 scales @ \$5,016.25 each (\$80,620)
New scales are needed for License & Weights to replace the outdated portable scales. APD has four sets of outdated scales that the Department of Public Safety no longer uses. DPS will no longer maintain the old scales and we will have to incur maintenance costs if the old scales are kept in service. DPS certifies our scales each year so there are no annual maintenance costs associated with them. The recommended scales are what DPS currently uses. As long as we use the same scales as they do they have not charged us for calibration or repairs. Once they run out of parts for our older scales we may have to find a vendor to repair and calibrate the old scales. Labor from vendors typically runs about \$75 per hour and takes two hours for calibration & parts can be \$800 to \$1000 a year.
- Learning Management System Video Cameras for Training
2 video cameras @ \$11,000 each (\$22,000)
With the implementation of the Informa Learning Management software it is possible for Training to create training videos on a regular basis. Currently, to do so we have to borrow a camera from AFD. The purchase of our own high definition video cameras will give us the needed flexibility to create professional training videos to use for training staff remotely.
- Microwave Downlink System (1 @ \$138,158)
This item will allow live video feeds to any internet connected system such as an iPad, computer, and smart phone. This video is used to monitor events by command posts, Emergency Operations Center, Watch Commander etc. and will assist with the monitoring of high profile events such as F1, Mardi Gras, fatality collisions, and pursuits enabling command structure to make timely, well informed decisions concerning the allocation of resources and manpower.



Council Question and Answer

Related To	Agenda Item # 22	Meeting Date	August 8, 2013
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Additional Answer Information

The JAG grant is an entitlement grant (non-competitive) and is based on crime data within the City/County. We are required to share the grant with the County and come to an agreement as far as the amount to be shared. As long as this happens and the application goes in as required we will receive the funding. This grant is one of the few Federal grants that allow equipment purchases. We have elected to use this for that purpose in order not to violate supplanting regulations. The County has agreed to accept 25% of this year's allocation which leaves \$240,778 for APD.

City of Austin (\$240,778)

- **License and Weight Scales for Highway Enforcement**
16 scales @ \$5,016.25 each (\$80,620)
New scales are needed for License & Weights to replace the outdated portable scales. APD currently has four sets of scales that the Department of Public Safety no longer uses. The Department of Public Safety has historically worked with the APD License and Weights Division to calibrate and repair our scales at no charge; however, DPS has upgraded to newer equipment and consequently DPS will soon run out of parts for our older scales. At that point APD will incur the cost of maintaining the four sets we currently operate as well as cost of calibration. The labor costs associated with the upkeep typically run about \$75 per hour and require at least two hours of service for parts and calibration resulting in up to \$1,000 per year. **The purchase of these scales should equate to an unbudgeted maintenance savings.**
- **Learning Management System Video Cameras for Training**
2 video cameras @ \$11,000 each (\$22,000)
The Austin Police Department's Training Division has recently acquired the ability to produce training videos with the implementation of the Informa Learning Management Software; however, in order to create videos, the Department currently must borrow cameras from other departments when available. The purchase of these video cameras will provide the flexibility and access to equipment needed to create professional instructional videos to train staff remotely. **The Department anticipates accompanying warranties with the purchase of these cameras and if available, will acquire an extended warranty so that we have up to three years of coverage during the four year grant period.**
- **Microwave Downlink System (1 @ \$138,158)**
The Microwave Downlink System will allow live video feed to any device with an internet connection (iPad, computer, smartphone, etc.). This feed is an invaluable tool that allows Command Posts, the Emergency Operations Center, a Watch Commander or other first responders to monitor high profile events such as F1, Mardi Gras, fatality collisions and pursuits. This real time connection assists public safety personnel with making well informed decisions concerning the allocation of resources and manpower. The Microwave Downlink System has also been requested as a regional project using State grant funding. At this time, the RFPs have not yet been issued so the budgeted amount is an estimate. If the Department is awarded the State grant, these funds may be applied to unanticipated costs and an extended three year warranty during the four year grant period. **The future maintenance costs associated with the Downlink System will come from APD Air Operations' Budget. Any unused grant money will be**

available for reprogramming and be used to purchase other priority items that were requested during the FY14 budget process that the City was not able to include in the budget.



Council Question and Answer

Related To

Agenda Item #42

Meeting Date

August 8, 2013

Additional Answer Information

Experience has shown that it is imperative that we have adequate levels of technical support built into the contractual requirements. With this contract, the 2 hands-on positions of the ITC and the IQ Engineer will be keys to successfully implementing and bringing the system online. The proposal references indeterminate amounts of time dedicated on site by these personnel. 1) What protections will be put in the contract to ensure these positions are available for an adequate amount of time? **1) The final contract document will include an implementation plan that will list specific requirements, deliverables and timelines for onsite implementation and support.**

The RFP requirement (3.3.1) is for an unlimited number of users. Our current system has 175 SPOCs. The proposal from the vendor is for 80 users, with a note that more users will require the purchase of additional licenses, that 80 should be adequate based on projections from the solicitation documents, and that they would be able to handle very many users but no guarantee of an unlimited number. 2) How has the City evaluated this answer as adequate? **2) During the RFP process through addendum #2 the vendors were told by PIO that there are 60-80 COA PIR system users. During the contract negotiation process the City will discuss increasing the number or users.**

One of the most time consuming elements of the PIR process is the manual redaction of personal email addresses from email messages. 3) Does this proposal provide an automated redaction tool that would take the place of a manual process currently in use? **3) In the new proposal the process for redaction is more automated than the current process. It allows the users to check out a document and redact it electronically (or manually) and then check it back into the system.**

Please note the vendor's response on page 50 to requirement 4.4.1. What does the response mean?

4.4.1 The solution should enable data storage and retrieval from archived data in a manner which is consistent with production integrity.

a. IQ Archivist pulls information for creating records directly and automatically from IQ based on rules the City establishes. Once a workflow is closed, IQ Archivist automatically selects the relevant electronic data and objects to archive as an immutable copy, including documents, attachments, correspondence, report summaries and more. An original record can be reopened for editing, creating an amended record.

4) In response to this question Lockheed Martin has provided additional information on the IQ Archivist located in the following document labeled "Agenda Item #25959 Supplemental Attachments"

Several places in the requirements and in the response address records management. The IQ Documents feature as described on page 38 of the response discusses broad data and content management capabilities.

5. Does this envision management of ALL of the city information or just of copies of the information that is collected as responsive to the PIR? **5) Only PIR and related communications for PIR will be managed by the PIR system.**
6. Based upon the fact that our City Clerk is the city's expert in records management, what opportunity has

there been for the City Clerk to provide feedback on the proposal and what has that feedback been? 6) The Law Department is overseeing the implementation of the PIR system. Law has been in communication with the City Clerk's Office regarding this project. The City Clerk's Office will be heavily involved in the implementation phase of the new PIR system.

IQ Archivist

All government agencies have record management responsibilities that require transferring office records to another agency for longer term record retention. IQ Archivist's universal export capabilities enable you to easily export records to a variety of media. IQ's capabilities put critical information in the hands of government and its constituents in an efficient and timely manner.

- Configurable Record Retention
 - Pulls information directly and automatically from IQ based on configurable document retention parameters.
 - Selects the electronic data to archive as a record including documents, attachments, correspondence and more.
 - Transfer content from other software applications to manage all records in one system.
- Dependable retention Schedules for Each Record
 - Automated or manual retention schedules can be created
 - Rules are integrated with the standard business process from the start of the business process.
- Fast Access to Your Organization's Record
 - Records retained in a central repository for easy access.
 - Indexed records allow easy access to records including emails, faxes, scanned documents and business process workflows.
- Export Records to official archiving agency.
 - Universal export capability allows for simple and easy exporting of retained records.
 - Export to variety of external media, CDs, DVDs, or FTP.
- Electronic Records Let You Go Green
 - IQ eliminates the need for paper records traditionally retained in archives.
 - Documents can be scanned into IQ and stored electronically removing the need for paper copies.

IQ Archivist

Your organization is challenged everyday to effectively manage your office records. IQ Archivist is an integrated records management system that enables you to effortlessly create, preserve, manage, dispose, and transfer electronic records. An add-on module to the Intranet Quorum (IQ) solution, IQ Archivist is not like other records management applications that only provide a data vault for storage and retrieval. It uniquely combines the superior business process management features of IQ with robust records management capabilities for an effective and comprehensive solution to government offices' most critical needs.

Configurable Record Retention

IQ Archivist pulls information for creating records directly and automatically from IQ based on rules you establish. Once a workflow is closed, IQ Archivist automatically selects the relevant electronic data and objects to archive as a new record, including documents, attachments, correspondence, report summaries, and more. You can reopen an original record for editing and create an amended record. By using IQ's repository web service, you can even submit content from other applications to IQ Archivist to manage all of your records in one location.

Fast Access to Your Organization's Records

Paper-based record keeping is bulky and can be difficult to access. IQ Archivist saves you time when performing research and retrieving records. Quickly find what you're looking for by searching through indexed records that are stored in a central repository. Gain access to existing records including e-mails, faxes, scans, and workflows/business processes. Perform ad hoc reports using information within IQ. As with the IQ system, IQ Archivist provides an auditable history of record interactions through workflows so that you can keep track of every action.

Dependable Retention Schedules for Each Record

Maintain control over records when you set retention schedules and categorize them using file plans. IQ Archivist will manage the process of deleting a record after a specified period of time or saving it indefinitely. You can control file plans and retention schedules through an automated, manual process, or a combination, so that rules are integrated with workflow business processes. Once a record reaches the end of its retention schedule, IQ Archivist will prompt you to assign a final disposition status.

ID	Schedule Name	Description	Type	Retention Period	Disposition	Action
1	1-10-00	1-10-00	Document	10	None	
2	2-10-00	2-10-00	Document	20	None	
3	3-10-00	3-10-00	Document	30	None	
4	4-10-00	4-10-00	Document	40	None	
5	5-10-00	5-10-00	Document	50	None	
6	6-10-00	6-10-00	Document	60	None	
7	7-10-00	7-10-00	Document	70	None	
8	8-10-00	8-10-00	Document	80	None	
9	9-10-00	9-10-00	Document	90	None	
10	10-10-00	10-10-00	Document	100	None	
11	11-10-00	11-10-00	Document	110	None	
12	12-10-00	12-10-00	Document	120	None	
13	13-10-00	13-10-00	Document	130	None	
14	14-10-00	14-10-00	Document	140	None	
15	15-10-00	15-10-00	Document	150	None	
16	16-10-00	16-10-00	Document	160	None	
17	17-10-00	17-10-00	Document	170	None	
18	18-10-00	18-10-00	Document	180	None	
19	19-10-00	19-10-00	Document	190	None	
20	20-10-00	20-10-00	Document	200	None	

Export Records to NARA or External Media

All government agencies have record management responsibilities that require transferring office records to another agency or to the National Archives and Records Administration (NARA). IQ Archivist's universal export capability enables you to easily export records to a variety of external media such as CDs, DVDs, or FTP. Streamline your office's export procedures while ensuring complete record management compliance.

Reduce Time Spent Responding to FOIA Requests

Responding to Freedom of Information Act (FOIA) requests can be time consuming and in some cases, finding a specific record is nearly impossible. IQ Archivist's robust search feature eliminates spending weeks and possibly months searching for records. Because e-records are automatically generated when a workflow is closed, the process of retrieving a record happens in a matter of seconds. Records that are involved in the FOIA process or under legal review can be placed on hold for later retrieval. IQ Archivist puts critical information in the hands of government and its constituents in an efficient and timely manner.



Contact Us Today for More Information

Lockheed Martin Desktop Solutions, Inc.

Phone: 703/206-0030

E-mail: IQ.INFO@lmco.com

Number	Requirement	IQ Meets	Notes
1.	Manage official records of Agencies	Yes	IQ contains an integrated records management system that enables you to effortlessly create, preserve, manage, dispose, and transfer electronic records.
2.	Create official electronic records	Yes	Once a workflow is closed, IQ automatically selects the relevant electronic data and objects to archive as new records.
3.	Automatically select data and objects to archive	Yes	IQ pulls information for creating records directly and automatically from IQ based on rules defined by the Records Manager(s).
4.	Records may include different types of files	Yes	Records can include a variety of data files such as documents, attachments, correspondence, report summaries, and more.
5.	Store records	Yes	IQ stores records in a central repository. Everything is available when you need it because it is safely stored in IQ's secured environment.
6.	Search for records	Yes	IQ saves you time when performing research and retrieving records. Quickly find what you're looking for by searching through indexed records that are stored in a central repository.
7.	Designate retention schedules	Yes	Maintain control over records when you categorize them using file plans and set retention schedules. You can control file plans and retention schedules through an automated or manual process, or a combination, so that rules are integrated with workflow business processes. Once a record reaches the end of its retention schedule, IQ will prompt you to assign a final disposition status.
8.	Export Records to NARA or External Media	Yes	Government agencies have record management responsibilities that require transferring office records to another agency or to the National Archives and Records Administration (NARA). IQ's universal export capability enables you to easily export records to a variety of external media such as CDs, DVDs, or FTP. Streamline your office's export procedures while ensuring complete record management compliance.
9.	Respond to FOIA requests	Yes	Responding to Freedom of Information Act (FOIA) requests can be time consuming and in some cases, finding a specific record is nearly impossible. IQ's robust search feature eliminates spending weeks and possibly months searching for records. Because e-records are automatically generated when a workflow is closed, the process of retrieving a record happens in a matter of seconds.
10.	Properly dispose of records	Yes	IQ will manage the process of disposing a record after a specified period of time or saving it indefinitely.
11.	Access existing records	Yes	Gain access to existing records including e-mails, faxes, scans, and workflows/business processes, in addition to perform ad hoc reports using information within IQ.
12.	Create reports	Yes	Perform ad hoc reports on all of your office's information that is stored within IQ.
13.	Obtain auditable history of record	Yes	IQ provides an auditable history of record interactions through workflows so that you can keep track of every action.
14.	Submit content from other applications	Yes	By using the repository web service, you can submit content from other applications to IQ to manage all of your records in one location.

15.	Place records on hold	Yes	Records that are involved in the FOIA process or under legal review can be placed on hold for later retrieval.
16.	Recall a record	Yes	Records can be recalled from the repository as long as they have not been forwarded to another agency. When recalled, all normal actions can be performed and once completed, new records will be produced.
17.	Additional business process management capabilities	Yes	IQ is not like other records management applications that only provide a data vault for storage and retrieval. It uniquely combines the superior business process management features of IQ with robust records management capabilities for an effective and comprehensive solution to government offices' most critical needs.
18.	Eliminate the need for use and storage of bulky paper records	Yes	IQ enables offices to eliminate the major drawbacks that come with maintaining a paper filing system: storing bulky paper records and remembering where they are warehoused. With IQ, all records are stored electronically, so creating, searching, and storing files is quick and easy.
19.	Integration with Outlook	Future	Future plans include integration with IQ Outlook Add-In for ad hoc e-mail archiving.
20.	Integration with Enterprise Records Management System	Future / Custom	Future plans include custom integration with 5015-compliant Records Management products.