



Dinwiddie Circuit Court Clerk

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Dinwiddie, Virginia 23841

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MEMORANDUM

TO: Board of Supervisors
FROM: Barrett Chappell
DATE: August 20, 2019
SUBJECT: Online Records Retrieval System

Background

The Circuit Court was seeking a better way for citizens to search historical records. Currently the records are available on the website as individual pdf files and there is no way to search a group of records. An electronic retrieval system will allow for quicker and easier searching of all Dinwiddie historic documents at no costs to the citizen.

Actions

We released an RFP for an online records retrieval system May 29, 2019. Three vendors responded to the RFP on June 19, 2019. After seeing product demonstrations from each vendor, the Circuit Court chose Courthouse Computer Systems as having the best solution. Further details on this procurement can be found on the County website at www.dinwiddieva.us, under the Purchasing tab.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract for an online records retrieval system with Courthouse Computer Systems with any changes, substantive or otherwise as may be approved by the County Administrator.