		Tation of a al	Estimated				
anti-Continu Mitle and Description	Culatarilar	Estimated		Omerita	Two oDo a Posti sin costa	Cop Bosonwsos	
ectic Section Title and Description	Subtasks	CoR Hours	FreeDoc Hours	Onsite	FreeDoc Participants	CoR Resources	
Records Assessment			0.4		T1: - /D /1-		
Review records survey			8.4	7.7	Leslie/Mark		
Travel			10	X	Leslie		
Kick-off Meeting to identify							
interview schedule		I	5.25		Leslie/Mark/Bill/Garrett/Peter	Charliann, Sara, Cheryl	
On-Site Assessment Interviews		26.25	52.8	X	Leslie/Mark	All Departments	
Draft Records Assessment							
report and submit for CoR							
review			25.2		Mark		
Deliverable Review Meeting						Clerk's Office - Charliann, Sara,	
(Remote)		2	2.1			Cheryl	
CoR review and responsd to							
Assessment		40				Clerk's office	
Review and clarify any City							
Records Assessment							
comments on draft		1	1		Mark		
Submit final Records							
Assessment Report			1		Mark		
CoR Assessment Deliverable							
Acceptance		2				Clerk's office	
Section Sub-Total		72.25	95.75				
Mid-Level Inventory							
Travel			10		Leslie		
Identify records series types,							
locations, and volumes of							
paper, Identification of							
applicable retention schedules							
and DANs		26	35.2	X	Mark		
and Di na			00.4		IVICIEN		
Identify records series types,							
locations, and volumes of							
electronic records,							
Identification of applicable		10	25.0	7.7	I calia		
retention schedules and DANs		18	35.2	X	Leslie		

## Exhibit B Project Schedule Draft Project Plan Date 02/21/2020

				1
Submittal of Excel spreadsheet				
inventory for review and				
comment, Identification of				
applicable retention schedules				
and DANs	0	8.4	Mark	FreeDoc task
Deliverable Review meeting				
(Remote)	2	2.1	Charliann, Sara, Cheryl	Clerk's Office
CoR review of Inventory	120			All Departments
Diaguag and glarify comments	2	2.1	Mark	
Discuss and clarify comments Final inventory with any		<u>∠.1</u>	ividi K	
necessary corrections or		2.1	Mark	
changes CoR Inventory Deliverable		∠i.1	ividi K	
	2			Clerk's Office
Acceptance 2 Section Sub-Total		85.1		Clerk's Office
Decuoii bub-10tai		00.1		
3 Crosswalk				
Travel		0	Leslie/Mark	
Application of retention				
schedules to records series		84	Leslie/Mark/Bill	
Drafting of crosswalk		66.15	Leslie/Mark/Bill	
Submittal of crosswalk to				
stakeholders for review		1.05	Leslie/Mark/Bill	
Deliverable Review meeting				Clerk's Office - Charliann, Sara,
(Remote)	2.5	2.62		Cheryl
CoR Crosswalk review	120			All Departments
Discuss and clarify comments	3	3.15	Mark	
Implement any changes to final				
Excel spreadsheet		2.1	Mark	
Submit Final Crosswalk				
Document		1.05		
CoR Crosswalk Deliverable				
Acceptance	2	2.1		Clerk's Office
3 Section Sub-Total	127.5	160.12		
Rogarda Managament				
Records Management				
4 Program Vision and Roadmap Travel		0	Leslie/Mark	
Draft File Management plan		15.75	Leslie/Mark/Bill	
Submit File Management plan		10.10	DESITE/IVIALIX/DIII	
for review			Leslie/Mark/Bill	
Draft Records Management		1		
policy and procedures		32.55	Mark	
poncy and procedures		04.00	IVIUIX	

## Exhibit B Project Schedule Draft Project Plan Date 02/21/2020

_					
Draft training plan		24.15		Leslie/Mark/Bill	
Submit training plan for review				Leslie/Mark/Bill	
		_			
		40.95		Leslie/Mark	
±					
		1		Leslie/Mark	
		1		Econo, ividi k	
CoR review of 4 deliverables	80				Clerk's Office
					Clerk's Office - Charliann, Sara,
- I		2.1	Y		Cheryl & Maxine
Documento Denvered	<u></u>	<u></u> Δ.1	Λ		Offici yi & ividalife
Discuss and clarify comments	1	12	v	Loglio/Mark/Rill	
Discuss and clarify comments	+	4.4	Λ	Lesne/ividi N biii	
Review feedback and submit					
_		0.4		Moris	TrooDog tools
	U	0.4		IVIdIK	FreeDoc task
	0				Clerk's Office
	۵ O O	122.1			Clerk's Office
Section Sub-10tal	00	134.1			
Development of Audit					
		0		Leslie/Mark	
		34 65			
		0 1.00		Hoone, want bin	
		1.05		Leslie/Mark/Bill	
		1.00		Econe, war to bin	Clerk's Office - Charliann, Sara,
	2	2 1			Cheryl
		Д.1			Offici yi
	140				Clerk's Office
	140				OICIKS OIIICE
	2	2.1		I oglio/Mark/Rill	
Comments		<u>ل</u> . 1		TESTIC/MATK/DIII	
Provide final audit framework		4 2		  Mark	
		1.4		IVIGIA	
Deliverablle Acceptance	1				Clerk's Office
	1				OICIR D OIIICC
Section Sub-Total	45	44.1			
	Submit Records Management policy and procedures for review  Draft training plan  Submit training plan for review Draft records disaster preparedness and recovery plan  Submit records disaster preparedness and recovery plan for review  CoR review of 4 deliverables Onsite Walk-thru Meeting of 4 Documents Delivered  Discuss and clarify comments  Review feedback and submit final Records Management Plan and Roadmap  CoR RMPlan Deliverable  Acceptance  Section Sub-Total  Development of Audit Framework  Travel Draft audit framework Submit audit framework Submit audit framework Submit audit framework for review  Deliverable Walk-thru Meeting (Remote)  CoR review of Audit Framework  Discuss and clarify any comments  Provide final audit framework  Provide final audit framework  Deliverable framework  Provide final audit framework	policy and procedures for review Draft training plan  Submit training plan for review Draft records disaster preparedness and recovery plan Submit records disaster preparedness and recovery plan for review  CoR review of 4 deliverables Onsite Walk-thru Meeting of 4 Documents Delivered  Discuss and clarify comments  4  Review feedback and submit final Records Management Plan and Roadmap  CoR RMPlan Deliverable Acceptance  Section Sub-Total  Development of Audit Framework Travel Draft audit framework Submit audit framework for review Deliverable Walk-thru Meeting (Remote)  2  CoR review of Audit Framework  Travel Draft audit framework Deliverable Walk-thru Meeting (Remote)  2  CoR review of Audit Framework Discuss and clarify any comments  2  Provide final audit framework  CoR Audit Framework  Provide final audit framework  Cor Audit Framework	policy and procedures for review 1 Draft training plan 24.15  Submit training plan 1  Submit training plan 1  Submit training plan 6r review 1 Draft records disaster preparedness and recovery plan 40.95  Submit records disaster preparedness and recovery plan 6r review 1  CoR review of 4 deliverables 80 Onsite Walk-thru Meeting of 4 Documents Delivered 2 2.1  Discuss and clarify comments 4 4.2  Review feedback and submit final Records Management Plan and Roadmap 0 8.4  CoR RMPlan Deliverable Acceptance 2  Section Sub-Total 88 132.1  Development of Audit Framework 34.65  Submit audit framework 9 Deliverable Walk-thru Meeting (Remote) 2 CoR review of Audit Framework 40 Discuss and clarify any comments 2 Provide final audit framework 4.2  Provide final audit framework 4.2	policy and procedures for review 1 Draft training plan 24.15  Submit training plan for review 1 Draft records disaster 1 Draft review 1 Draft records disaster 1 Draft records disaster 1 Draft review 1 Draft records disaster 1 Draft review 1 Draft records disaster 1 Draft review 1 Draft review 1 Draft Records disaster 1 Draft deliverables 2 Draft Records Management 2 Development of Audit 1 Draft audit framework 2 Draft audit framework 1 Draft audit framework 2 Draft audit framework 3 Draft audit framework 40 Draft audit framework 42 Draft audit framework 42 Drownents 42 Drownents 42 Drownents 44 Drownent	Dolloy and procedures for review   1