



PROJECT STATUS REPORT

Project Description: _____ (Records Management)

Person Responsible: City Clerk Estimated Cost: _____

Project Timeline: 2009

PHASE	TASK	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Scanning Vital Records												
	Births											
	Deaths											
	Marriages											
Indexing Vital Records												
	Index Cards											
	Births											
Preservation of Books												
	Books of Vital Records											
Scanning Council Documents												
	Council Documents											

Additional Comments/Questions:
