

REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20172407

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING
BARCODES

QUESTIONS AND ANSWERS NO. 2

ISSUED ON FEBRUARY 28, 2018

Q1	Will the researcher use AtoM: a) to search the container of interest? b) to locate the container of interest? c) to put in a request for the material? d) to send a request to the Archivist to retrieve?
A1	a) yes b) no: the Archivist will locate the container c) no: the request will be hand-written by the researcher and submitted to Admin staff d) no
Q2	Will the Archivist use the Unique ID in the new system to locate & retrieve the container for the researcher?
A2	Yes.
Q3	Will the new system need to track who has the container?
A3	Yes.
Q4	In the Background section of the RFEI: <i>"Currently, the holdings are organized such that the unique identifier for the container is equivalent to the location identifier of the storage location in the vault (e.g. Bay 12, Shelf C, Box 4, represented as "012-C-04")."</i> Is " the unique identifier " the common ID between AtoM and the new system?
A4	Yes, that is the City's intention.
Q3	a. Will it only be the Archivist who accesses the new system for location? b. How many will be accessing the new system?
A3	a. Archivists and Admin staff will access the new system b. Approximately 10, including Archivists