Mission: To be a respected national voice for foster, kinship, and adoptive families through networking, education and advocacy.

October 26, 2019

RE: Proposed NFPA Cloud-based File Structure System

NFPA Board of Directors,

The Strategic Planning Operations Group proposes the following cloud-based filing system for utilization beginning January, 2020, to move NFPA current business and operational files on BOD personal computers, staff computers, paper files, archived electronic and paper files, and historical information to better facilitate long term operations of the National Foster Parent Association while securing such information/data for posterity.

Included with this letter are two documents for your review prior to the BOD meeting in Reston, VA, on October 26, 2019:

- NFPA Cloud-based File Structure System Policies
- Listing of NFPA Folders and Sub-folders for Cloud-based File Structure System

In addition to the above information, the Operations Group has developed an anticipated budget for implementation of this new system. Please review the following:

- Annual ongoing cost –
  - Annual subscription to the cloud-based system - $100.00
  - Annual IT support costs - $3,000.00 (12 months X $250.00)
- One-time costs associated with system set up and transfer of records and historical documents –
  - Cost of scanner with double sided copy capabilities - $500.00
  - Cost of contract staff/temp to move current digital files, paper files and some historical data to the new system - $11,040.00 (480 hours X 23.00/hour)

Estimated total for 2020: $14,640.00

Current staff will work with the contractor to ensure all information/data is filed correctly on the cloud-based filing system. After all current and some historical data has been transferred to the new system, staff will continue the process of adding historical and current ongoing information/data to the system on an ongoing basis.

Staff job descriptions and Board President responsibilities will need to be updated to include the operations of this new system by Governance Committee or other designated person.

Respectfully submitted,

Operations Group Leader – Irene Clements
Operations Group – Tom Rector, Eshele Williams, Brian Donahue, Peggy Kirby, Sharon Holman,