

EXHIBIT A

SPECIFICATIONS BY DEPARTMENT & SITE LOCATION

Department	Location of Files	#of Boxes to Shred	#of Boxes to Scan	#of Boxes to be Kept	Type of paper	Known Oversized Documents	Known Photos	Known Duplexing Required	Box Sizes	Known Paper Size
Circuit Clerk	Courthouse	450	450	0	Standard copy paper	Low	Low	Low	15 X 12 X 10	8 ½ X 11 8 ½ X 14
Circuit Clerk	720 Building	400	400	0	Standard copy paper	Low	Low	Low	24 X 12 X 10 24 X 15 X 10	8 ½ X 11 8 ½ X 14
Human Resources	Admin Building	0	221	All	Assorted	None	None	Unknown	12 X 24 11 X 17	8 ½ X 11 5 X 7
Human Resources	720 Building	0	120	All	Assorted	None	None	Unknown	12 X 24 11 X 17	Assorted
Regional Planning & Zoning	720 Building	All	1590 - Blueprints 18 X24 965 - Blueprints 24 X 36 Average page count 20	0	Blueprints	N/A	N/A	N/A		18 X 24 24 X 36
State's Attorney	Courthouse	646	646	0	Standard copy paper	>5%	None	>25%	598 - 12 X 24 48 - 11 X 17	8 ½ X 11
State's Attorney	720 Building	631	631	0	Standard copy paper	>5%	None	>25%		8 ½ X 11