



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

October 7, 2025

The Honorable Steven T. James
Clerk of the House of Representatives
24 Beacon St – Room 145
State House
Boston, MA 02133

The Honorable Michael D. Hurley
Clerk of the Senate
24 Beacon St - Room 335
State House
Boston, MA 02133

Re: County Registers Technological Fund – Spending Plan for the Dukes Registry of Deeds

Dear Mr. James and Mr. Hurley:

This is a submission of a plan for expenditure from the County Registers' Technological Fund for the Dukes County Registry of Deeds totaling \$14,130.00 and a request for a referral of this plan to the Committees on Ways and Means and Post Audit and Oversight.

Consistent with the provisions of Section 4 of Chapter 4 of the Acts of 2003 and M.G.L. Chapter 29, §2KKK, the proposed expenditures are for purposes of technological improvements at the Dukes County Registry of Deeds. In preparing this plan, I have consulted with the Executive Office of Technology Services and Security and also the Secretary of State in accordance with the approval process. Their responses are attached.

Please feel free to contact me if you have additional questions. Thank you for your assistance with this matter.

Sincerely,

Paulo C. DeOliveira
Dukes County Register of Deeds



The Commonwealth of Massachusetts
Executive Office of Technology Services and Security
One Ashburton Place, 8th Floor
Boston, Massachusetts 02108

MAURA T. HEALEY
Governor

KIMBERLY DRISCOLL
Lieutenant Governor

JASON SNYDER
Secretary / CIO

MICHELLE VAUGHN
Assistant Secretary of Strategy and Planning

September 24, 2025

Mr. Paulo C. DeOliveira
Dukes County Register of Deeds
P.O. Box 5231
Edgartown, MA 02539

Dear Mr. DeOliveira,

This letter is in response to your request dated September 15, 2025, to expend \$14,130.00 from the County Register's Technological Fund. This request is consistent with your strategy for technological improvements at the Dukes County Registry of Deeds.

I urge you to continue with information technology projects that support your long-term information technology strategy. If you need further assistance or have questions, please contact Tim Larkin in my office at: 617-626-4476.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Vaughn".

Michelle Vaughn
Assistant Secretary of Strategy and Planning

Cc: Honorable William F. Galvin
Samantha Blatchford, SEC
Keryn Cadogan, SEC
Paul McCarthy, SEC
Theresa Curtis, EOTSS
Tim Larkin, EOTSS



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Administrative Services

Paul C. McCarthy
CFO
Director, Registry of Deeds

September 15, 2025

Paulo C. DeOliveira
Dukes County Registry of Deeds
PO Box 5231
Edgartown, MA 02539

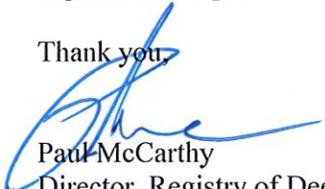
Re: Dukes County Registry of Deeds Technological Fund Request

Dear Register DeOliveira;

This letter is in response to the Dukes County Technological Fund request on September 15, 2025, to expend a total of \$14,130.00 for the County Register's Technological Fund for the Dukes County Registry of Deeds. The Secretary of the Commonwealth, in accordance with Chapter 4 of the Acts of 2003, is asked to review each Registers Technological Fund requests to ensure consistency with the IT plans of the Commonwealth and of the Secretary of the Commonwealth. Pursuant to the General Laws Chapter 36, Section 41, governing all County Registry of Deeds, this falls within the intentions of the county surcharge.

Please note this approval shall not act as an endorsement of any one vendor associated with this expenditure request.

Thank you,


Paul McCarthy
Director, Registry of Deeds
Office of the Secretary of the Commonwealth

cc: Tim Larkin, ITD



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

September 15, 2025

Tim Larkin, Capital Finance – EOTSS
Paul C. McCarthy, Director, Registry of Deeds
Commonwealth of Massachusetts
One Ashburton Place
Boston, MA 02108

Dear Mr. Larkin and Mr. McCarthy,

I am submitting a Tech Fund request to support the storage and relocation of our microfilm archive. We currently have approximately 1,235 microfilm reels stored at Iron Mountain through Avenu Insights & Analytics, now called Neumo. We propose to move this collection to the New England Archives Center (NEAC) in Holyoke, MA, which offers more cost-effective and accessible archival storage.

Relocation from Iron Mountain to NEAC:

Based on the attached quote from Neumo, the total estimated cost to retrieve and ship the microfilm is \$6,270.00 plus approximately \$300 for shipping.

Estimated 3-Year Storage Costs (from NEAC):

Open Shelving: 56 units @ \$45/year = \$7,560 for 3 years

We are requesting funding to cover both the retrieval and approximate three years of storage costs for a total of **\$14,130**. The transition to NEAC will improve access, reduce long-term costs, and ensure the preservation of these records.

Please feel free to contact me if you have additional questions. For your reference, our current Tech Fund balance as of September 1, 2025 (prior to this request) is approximately \$205,264.46.

Thank you for your attention to this request.

Sincerely,

Paulo C DeOliveira, Register

Relocation from Iron Mountain to NEAC - \$6,750



Customer Contact: Paulo DeOliveira
Customer Email: pdeoliveira@dukescounty.org
Phone: 508-627-4025
Term: 12
Start: 8/1/2025
End: 7/31/2026

Customer No: C100547
Date: 8/27/2025
Sales Order Number: 024682

BILL TO:
Dukes County
P.O. BOX 5231
EDGARTOWN, MA 2539

SHIP TO:
Edgartown, MA 2539

Product Name	Line Description	Product Code	Quantity	Net Unit Price	Discount	Est. Sales Amount
Records Management: Digital Processing Services	Records Management: Digital Processing Services	GR000223	1.00	USD 0.000	USD 0.00	USD 0.00
Microfilm Retrieval - First Roll	Dukes Reister of Deeds	GR000003	1.00	USD 100.000	USD 0.00	USD 100.00
Microfilm Retrieval - Additional Rolls	Dukes Reister of Deeds	GR000004	1,234.00	USD 5.000	USD 12,340.00	USD 6,170.00
TOTAL:						USD 6,270.00

Additional Information

Price Quote Term:
All Fees and Prices quoted are valid for ninety (90) days from the date stated above.

CONFIDENTIAL & PROPRIETARY
This document is exclusively for commercial use between Neumo, and Customer, and is considered Confidential Information according to the Terms, not to be disclosed to third parties unless such disclosure is explicitly permitted under this Agreement.

THIS IS NOT AN INVOICE
Please do not send payment from this price quote. You will receive a separate contract and invoice for the services provided above.

New England Archives Center (NEAC)

Vault Description

Our vault was designed and manufactured by FIRELOCK, a division of Banc Technic, Inc. The FIRELOCK Modular Vault is constructed of lightweight insulation panels that are far superior to concrete or block vaults. The vault offers Class 125-2 hour magnetic media and Class 150-2 hour micrographic media ratings in addition to the Class 350-4 hour paper rating. Our vault meets or exceeds the temperature and hourly limits detailed within NFPA 75 "Protection of Electronic Computer/Data Processing Equipment."

The vault's environment is strictly controlled. The temperature and humidity levels are maintained at optimum levels for optical, microform, and magnetic media. Monitors record the environment's temperature and humidity levels. The records are maintained for customer inspection.

The vault is located in our record storage facility. Our facility is protected by state of the art intrusion and fire protection systems. The systems are continuously monitored by a professional monitoring service. Separate smoke and heat alarms and a FM-200 Gas Fire Suppression System also protect the vault.

Access to the vault is restricted to authorized NEAC employees that are assigned magnetically coded key cards. These cards are part of a system that controls the lock on the door to the vault lobby area and records the identities of the employees and the time they enter the vault area. The access records are kept.

You can be assured that your items are handled in a secure and confidential manner. We perform background checks on our employees as part of their review and screening process. Our employees also are required to sign a non-disclosure agreement as a condition of their employment. In addition, we carry liability insurance to further protect our customers' privacy.

We can schedule one of our drivers and vehicles to transport items for storage to our facility. Items can also be shipped to us via common carrier, UPS, or U.S. mail. We will supply you with inventory forms and labels at no charge.

Items received for storage are entered into our computer tracking system. Each container is assigned a unique identification number and storage location. You can access your inventory of items in storage at our secure website. You will be assigned a user name and password that allows you to view a read only table of your items in storage. Users can search for boxes, place requests for service, initiate record destruction, order supplies, or print inventory reports. In addition, usage reports and a spreadsheet of your inventory can be provided with the monthly service invoices.

Requests can also be placed by calling our toll-free number, by fax, or by e-mail. Requests received by 2PM are usually pulled and prepared for delivery the same day. Requests can be delivered by our drivers or third party service.

New England Archives Center is a member of Prism International, a professional records and information services management trade association. New England Archives Center and Prism International are dedicated to a philosophy of professionalism to our clients, fellow members, and the public. We strive to provide our customers with timely, dependable storage services at competitive prices.