

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 17, 2012**

SUBJECT: Proposed Electronic Records Management Purchases

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Diane Russell, Town Clerk

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) DocUnited System Recommendations, and b) Anticipated Cost Spreadsheet

SUMMARY/BACKGROUND: At Council meetings on September 15 and 22, 2011, staff discussed with the Council an effort to better manage electronic records in order to meet records retention requirements which apply to them as well as paper records. Staff members from the Legal, IT, HR and Town Clerk's offices had researched and developed an Electronic Records Management policy and training modules that addressed these requirements as well as meeting the Town's needs. Working within the parameters of the Town's Laserfiche electronic records system, individual staff members in each department would be trained to manage the records they produce, with the assistance of one or more of the administrative assistants in each department. The Council approved going forward with the training.

As the roll-out began, however, concerns were raised about the amount of time that might be consumed each day by the management of electronic records. Therefore, staff went back to the drawing board to see again if there was a way to automate more of the process and exchange some additional software cost for savings in personnel time. The consultants at DocUnited responded by suggesting that the Town expand its existing Laserfiche system to include a Records Management Module (Avante) which employs Automated Workflow behind the scenes to place electronic records directly into retention schedules based on types of record series and chosen retention periods for each department. Template fields are self populating based on the selections made (from a drop down list) by the importer of the electronic document, thus significantly reducing staff time. The existing Laserfiche folder layout is not impacted, and existing folder files can be brought into the upgraded system as time allows.

The trade off, of course, is that each employee must now have a license that allows direct use of Laserfiche (a significant cost which the Town has tried to avoid in the past). And, this solution has come forward AFTER the majority of the work had already been done to prepare the FY 2012-2013 budget. Therefore, considerable thought has been given to developing a phased implementation, with the first phase being funded through savings in the FY 2011-2012 budget. DocUnited has proposed that in Phase 1 the Town purchase 38 user licenses for Management, the Town Clerk's Office, the Town Attorney's Office, Management Services, and the Human Resources Office. DocUnited will also provide up to 32 hours of design services. Subsequent phases would be paid for with either savings in the FY 2012-2013 budget (as determined between January and March 2013) or with new funds budgeted in FY 2013-2014 to purchase 132 additional licenses and any additional hours of design services needed. In the meantime, staff will work with the other departments to prepare the spreadsheets needed to readily develop workflows once the funding is found.

OPTION ANALYSIS: N/A For discussion only

ACTION OPTION: N/A For discussion only

RECOMMENDATION: N/A For discussion only

FISCAL ANALYSIS: The new Laserfiche modules will piggyback on the Sequel Server (with updated operating system and expanded memory) that was purchased by the Legal Department last fiscal year. Even with the installation of the few software updates and modifications listed below, in order to implement the level of automation requested for the process the two afore mentioned modules and fees are considered necessary.

Monetary expenditures to date:

Electronic Document Management	
10 Laserfiche User Licenses with support	\$9,060.08
Upgrade Laserfiche Version System by DocUnited	\$1,400.00
Consulting/Training Fee	\$175.00
Sequel Server with Expanded Memory	\$0.00
Total	\$10,635.08

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____