
Village of Hartland Saves Time, Space and Sanity with LaserFiche Technology

Situation

With decades of records, files and documents all housed in overflowing file cabinets and only one person who could locate requested information, the Village of Hartland desperately needed a better way to manage its documents.

Responsible for maintaining all of the Village's permanent, public records, the Village of Hartland wanted an online solution that would allow all staff members to quickly locate requested files and eliminate the need to store hardcopies in space-consuming file cabinets.

To increase document accessibility and reduce file storage needs, the Village contacted Computer Technologies, Inc. to implement a document management solution. In 2005, the Village of Hartland began using LaserFiche™ Document Imaging software, which automated its approach to file storage and retrieval.

Department becomes more efficient

By converting its paper documents into electronic images, the Village now has a secure, permanent record of its agendas, meeting minutes, information packets, memos and correspondence.

With the program, the Village Clerk and all of the administrative department members can type in key words on their computers and instantly bring up all instances of when a particular topic was discussed. Then they can view, print and share these high-resolution documents.

In the past, if the Village Clerk had a request to find specific information from a meeting, she needed to look through a card file to find where the minute book was located, search the Village's vault to find the appropriate minute book, bring it back to her desk to research it, and finally copy the needed information to fulfill the request.

With the ability to do all of those tasks from her desk in minutes, the Village Clerk estimates that she now saves at least an hour on a simple request and much more time on complicated requests.

And now she's not the only one who can find this information. Others in the administrative department can also locate records if the Village Clerk is unavailable, which saves additional time and frustration.

Conserves storage space and money

Before implementing the document management system, the Village was running out of file space. With the exception of permanent minute books, which were stored in a fire-proof vault, everything was stored in a file cabinet.

The document imaging system now allows the Village to store millions of scanned images on a single hard drive. When making backups for its files, the Village can store 12,000 pages of files, the capacity of one standard filing cabinet, on a single CD.

Converting these documents into electronic format also ensures the documents won't deteriorate or be damaged or lost over the years.

Since the electronic system will eliminate the need to house the records in file cabinets, the Village will save space, as well as money. The estimate for a new filing system would have cost the Village about \$23,000, and it wouldn't have solved their file space issues.

As the Village uses the software, it continues to find additional areas where the software can be used. Right now, the Deputy Clerk is starting to convert all of the Village's building inspection and property files into electronic files. As more uses for the document management solution are identified, the Village will continue to accelerate its speed in locating its documents and save money on file space and labor.

Computer Technologies, Inc.

Computer Technologies, Inc. has been providing network consulting and support for companies throughout Southeastern Wisconsin since 1990. With more than 30 years of combined technical experience and as a reseller of LaserFiche Document Imaging, the Computer Technologies staff helps companies to efficiently manage their documents and ensure their networks run at peak performance.

For more information, visit www.ctaccess.com or call (262) 789-8210.