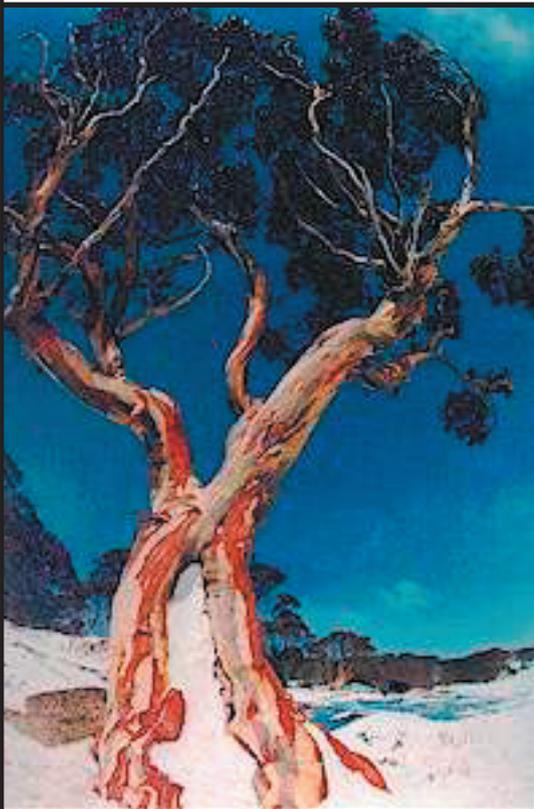# COOMA-MONARO SHIRE COUNCIL

Cooma-Monaro Shire Council is a small rural council situated in the southern highlands of New South Wales. It is approximately a one hour drive from Canberra, Australia's capital city.

The town of Cooma has a population of 8000 and is the commercial and social hub of the Mona ro Plains and Snowy Mountains region.

Cooma's location guarantees four distinct seasons every year. Summer's warm to hot days cool at night to allow a good night's sleep. Autumn has perfect days to enjoy the spectacular autumn leaves and clear starry nights which are awe-inspiring. Winter brings frosty mornings warming to mild sunny days and an occasional snowfall. Spring awakens fantastic displays of flowers and blossom trees all over the town.

Cooma-Monaro Shire Council uses RecFind as their Records Management Software.

RecFind is used to register documents, to check files out and to maintain files. All incoming and outgoing correspondence is scanned and attached to profiles within RecFind. If anyone needs to access the documents they can view them from their computer using the RecQuery search engine. Files do not need to be moved physically around the building.

An infinite number of databases can be created within RecFind. Cooma-Monaro Council has three databases setup within their RecFind system - one to handle Subject Files, one for Property Files and another for Development Application Files.

RecFind has alot of other features which the council does not currently use, such as the Reporting features. The users at Cooma like the fact that RecFind can be configured to the user's needs - it can be used to handle basic Records Managment functions or for a complete paperless office scenario.

Written by Leanne Schofield, Records Manager, Cooma-Monaro Shire Council   24th September 2003