

MIRIAM VALE SHIRE COUNCIL

Miriam Vale Shire is changing from a predominantly rural shire to a shire driven by urban growth along its coastal strip.

The towns of Agnes Water and Seventeen Seventy have become the flavour of the month with southern investors causing spiralling property prices and placing demands on Council's infrastructure such as water and sewerage.

With more demands on officers' time a new records system was warranted.

RecFind Wins the Day

Council decided to venture into EDMS in 1998 and while other EDMS were considered, RecFind won the day with it's considerably lower price.

The decision was made to introduce RecFind 'cold turkey' and do away with physical files. This has proved to be the correct decision based on reports from other Councils who have maintained both RecFind and physical files. There is a reluctance from officers to give up the physical files thereby relegating RecFind to a document receipt system rather than a management system.

Incoming documentation is scanned and physical documents are saved in daily batch files. The old physical files were archived and referred to as necessary.

Development Applications (building and planning) physical files have been retained due to the appeal processes available to the applicant however the documents are also scanned so the electronic version is complete.

Council has upgraded it's system to use the RecFind High Speed Scanning Module which has saved considerable time thereby paying for itself within a year.

Pros

- Do not have to chase physical files around the office.
- Very little actual filing required as daily batches are sequentially numbered in manilla folders.
- Less storage space required – Council has utilised the space occupied by the compactus as office space.
- Better staff morale (no-one likes filing!).
- Staff have more desk space and can locate any letter from their desktop resulting in time savings.

Cons

Newly introduced Records Management Standards will require Council to rethink the daily batching method, however this is a management problem not a RecFind problem.

The only real problem Council has encountered was some staff were resistant to the change. Five years down the track all personnel (25), bar one, use the system proficiently.

For further information please email info@miriamvale.qld.gov.au.