

## **The Marriage of Document and Records Management**

The management of Public Records is an essential yet time consuming process. Municipal Clerks in their roles as records managers not only manage mountains of paper, but also gigabytes of digital files, e-mail, GIS data and physical records. The workshop will address the marriage of Document and Records Management.

Document Management Specialists and Records Managers view the development and configuration of their systems from very different perspectives. The Document Manager wants to replicate their paper filing system with an easy to use document imaging solution that works intuitively at both the departmental and enterprise level. On the other hand, the Records Manager wants to organize their system based on the records retention schedules and or compliance directives mandated by state or federal law. The look and feel of these two interoperable systems is often very different from one another. Our goal will be to marry the two objectives to create a transparent records management system that resolves the needs of both parties.

The workshop will address two additional challenges: Automating the agenda preparation process; and best practices for deploying public documents to the WEB. There will be an opportunity for Northern Division Members to share their individual “best practices” on each of these topics.

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