From the IT Director:

I can't believe we are halfway through 2019 and the start of a new fiscal year! To celebrate, there have been some significant strives with the City's Laserfiche software project. Installed in the fall of 2015, Laserfiche provides a central repository for digital records that allow staff to efficiently search and retrieve records, and for the City Recorder to properly manage and dispose of records according to the State Records Retention guidelines.

Laserfiche is an incredibly powerful program and can be set up in a number of different ways. The City has explored several different methods and has found an approach that fits the needs of the City departments and records retention needs. Some approaches proved too cumbersome or did not capture the data that was required. Now that Staff has a handle on what works best for the City, the fun can begin!

Beginning in 2019, the project now has a roadmap referred to as the Laserfiche Action Plan. The plan was created to specifically outline all of the records that still need to be scanned digitally and the key resources needed to accomplish this task within the next 3 years. At the end of 2021, the result will be that all past and current records will be in the software system, with processes for future records to be added on a continual basis.

Led by the City Recorder, Kim Veliz and the Senior Systems Analyst, Beth Wolf, key resources for a successful project include the formation of a Laserfiche Champions group. This group consists of a staff member from every department and is responsible for meeting monthly, being the records point person for their department, and putting digital files into Laserfiche. They are a crucial part in not only the next 3 years, but future success as well. Another key resource is hiring a part time position for the next 2 years to help scan and file the backlog of records into Laserfiche. This position will be responsible for scanning, quality controlling, and adding necessary metadata to the file so that it's easy for retrieval.

Laserfiche Champions group staff members

Previous accomplishments of the project include a full implementation of the Municipal Court records, which has significantly saved time with court staff not having to search numerous file cabinets for paper records. Now they just search within the software for those records and have the information within seconds. Another achievement was creating a workflow process for vacation leave requests using an online form. Staff fill out the form, select their manager for approval, the manager gets an email notification

about the request, logs in to approve or deny the request, if approved it automatically files into Laserfiche as a record, and notifies payroll. This process reduces paper, saves time by automating approval process and storing into Laserfiche. Other processes created for City records include contracts, meeting packets, agendas, minutes, ordinances, resolutions, and URA resolutions.

More recent success has been initiated around the City's mapping website, www.WilsonvilleMaps.com. The site is going through an upgrade and it seemed perfect timing to move all the documents, which were contained in the mapping system document storage, into Laserfiche. Documents include residential/commercial building plans, certificate of occupancy, asbuilts, and easements. With these documents now in Laserfiche, they are being properly managed and stored for records purposes, and with special integration in place, can also be retrieved from the mapping interface.

I am excited for the progress that has been made on this project over the last six months. The Laserfiche Action Plan has created a roadmap for success for the City regarding how it handles records retention. This projects success is really because of Kim and Beth's dedication to the Project!

Until next time,

Andy Stone

IT Director

Laserfiche software interface