

City of Coral Gables Records Management Process Map January 2012

City adopts Ordinance to Implement Records Management Policy.

Retain Records Management Consultant from FAU FY02/03.

City begins to implement File code System.

City indexes City Clerk boxed records.

Consultant writes Records Management Plan to ensure legal compliance, cost avoidance and to improve level of service.

City reports compliance to Department of State.

City images Minutes, Ordinances, Resolutions and Legal Instruments.

City implements TRIM content management, ECM

City writes Records Disposition and email Disposition Procedures and Disposition Lists.

City Purchases and implements e-mail archiving application

City writes Records Off-site Storage Procedure.

City writes document filing fee Ordinance

City network enables images and processes.

City writes Archives Development Policy

City contracts with CRM and removes records to secure facility

Data Warehousing feature, Vital Records Protection and Data Processing Recovery

Vital Records Protection

To Date, the City has legally destroyed 33,363,580 pieces of paper, the contents of 1,668 five drawer legal size file cabinets, 292 tons; and enough paper if laid end to end to reach across 6,319 miles! According to the Florida Department of State, this represents a cost avoidance of \$417,044.75 annually.

Total cost avoidance for the entire project including disposition, CRM and improved processes and the email solution equals approximately \$1,971,799. Consultant fees and expenses equal approximately \$319,400.00. So, for roughly every consulting dollar spent on this project, the City has avoided approximately \$6.17.

If we use the Department of States methodology for calculating disposition cost avoidance by accumulating each annual effort, the total cost avoidance for the entire project including disposition, CRM and improved processes and the email solution equals approximately \$3,307,761.50. Consultant fees and expenses equal approximately \$319,400.00. So using that method, for roughly every consulting dollarspent on this project, the City has avoided approximately \$10.35.

Building Department utilizes CRM for imaging and Public Record access