



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, Communications & HR Director/City Clerk

SUBJECT: Document Retention Project Update

DATE: For the City Council Meeting of Monday, March 25<sup>th</sup>, 2019

**PURPOSE/ACTION REQUESTED**

Staff will provide an update regarding the document retention project.

**SUMMARY**

The City's document retention project started in 2017. The software (GlobalSearch) was purchased in 2016. GlobalSearch allows staff to more efficiently manage files streamlining our document retention process. The software includes a searchable database making it easy for all staff to retrieve documents. It also features an Optical Character Recognition (OCR) tool, meaning it can recognize printed or hand-written text using the information to enhance searches. All information is backed-up daily on our server.

Administrative staff has started this project by organizing files and sending a portion of them offsite to be scanned. The rest are scanned in-house. This includes blueprints, property files, project files, council packets, minutes, etc.

**PURPOSE/ACTION REQUESTED**

No action requested.