Buncombe County Government

Document Management

Criminal Justice

What is Electronic Document Management?

Document Management is the *restructuring of business practices* to *reduce the costs associated* with the use of *paper,* by increasing efficiency.

IT IS *NOT* JUST SCANNING!

It is also reducing the amount of paper created & stored

- Requires change in existing workflows

- Requires changes to existing policies (such as signature requirements)

- Requires buy-in by entire department to be effective

WHY IS THERE SO MUCH PAPER???

- INFORMATION:
  - Currently 90% of all business information is retained on paper
- Paper is the end result …collecting the data is the key.
  - Most documents start electronically - paper is created when data/signatures are needed from external sources. If we can capture that data without generating paper, we can save resources.
  - Where ever data is changed on paper a change must be re-keyed into a data system. (Double work)
  - Automated processes have shown increases in productivity up to 50% or more.
- Average American office worker uses an estimated 1 sheet of paper every 12 minutes.

Benefits of Paper Reduction
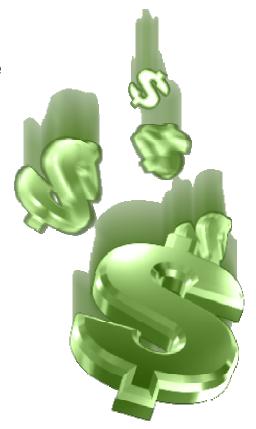
Paper Reduction/Elimination

- Paper Costs
  - Ink, paper, equipment, staples, copies
- Storage Savings
  - Filing cabinets and frames, file folders, labels, hanging files
  - Duplication
  - Space & Supplies Compounded Over the Time of Retention
- Paper Handling
  - Transport, postage, copies, filing, re-filing, lost files…
  - Handling estimated 20% the cost of purchasing the single sheet of paper (2)
- Disposal Costs–
  - Shred/landfill
- Good Public Relations for organizations to be seen as Environmentally Conscious *
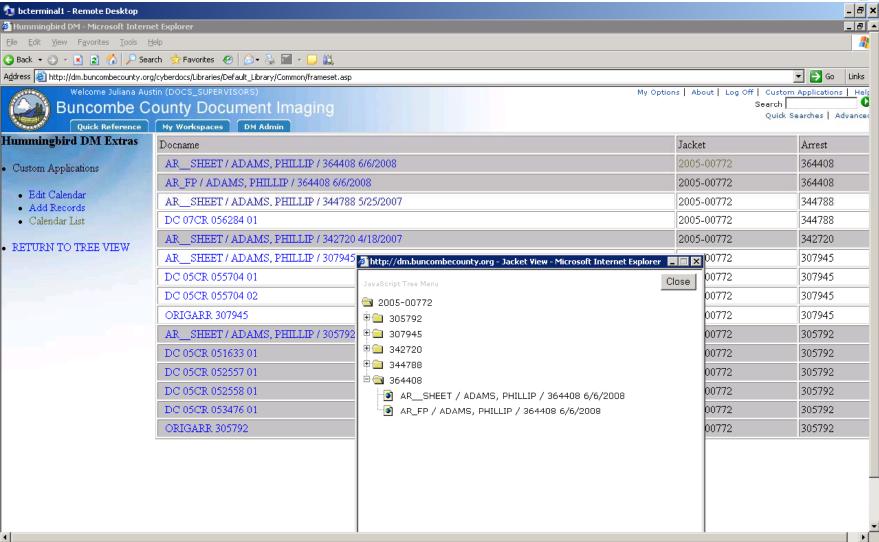
Benefits of Automation

There are software applications available that can replace the use of paper, provide better service and increase efficiency in the process.

- Data entry cost reduction

- Error reduction

- Increased accessibility to end users through self-service

- Increased turn around on business processes

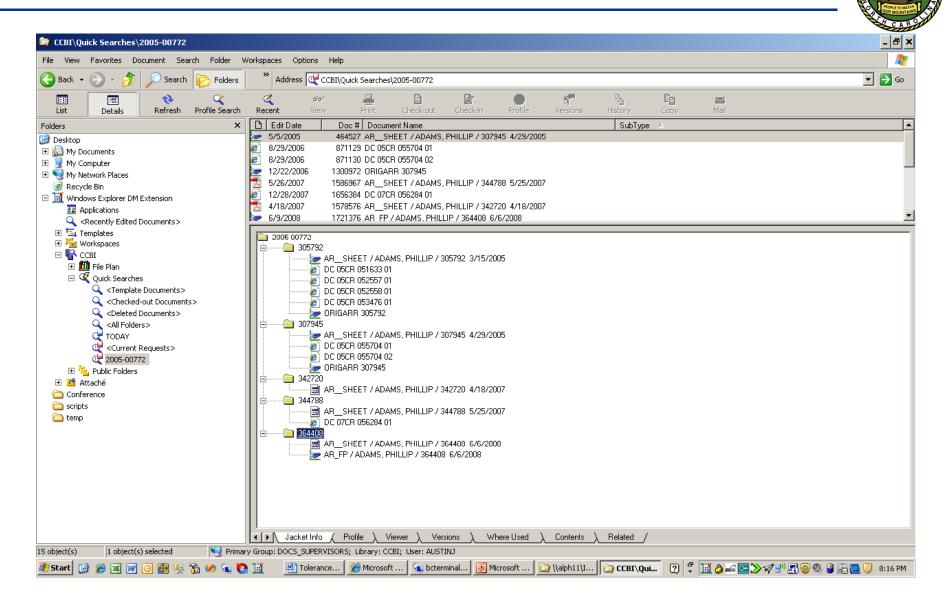- Automated document retention through file plans
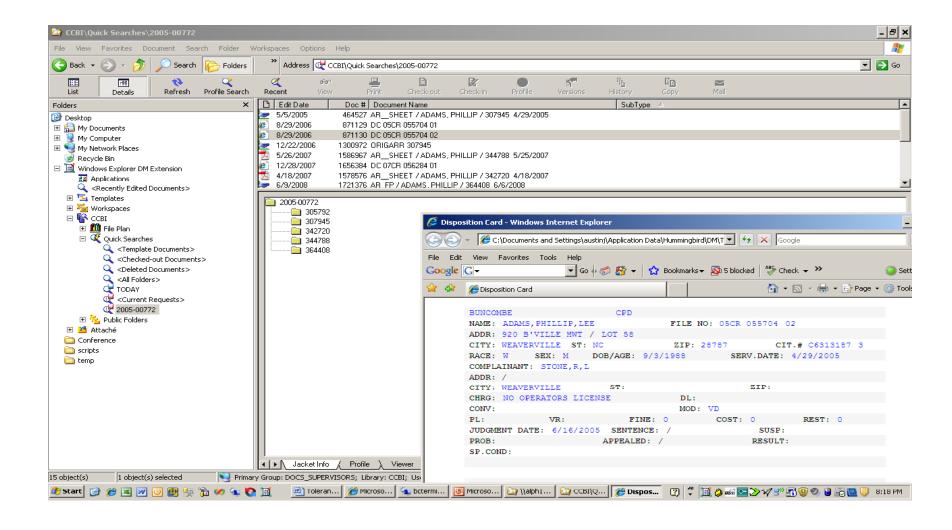
Court Calendar with Jacket View

DM with Jacket View

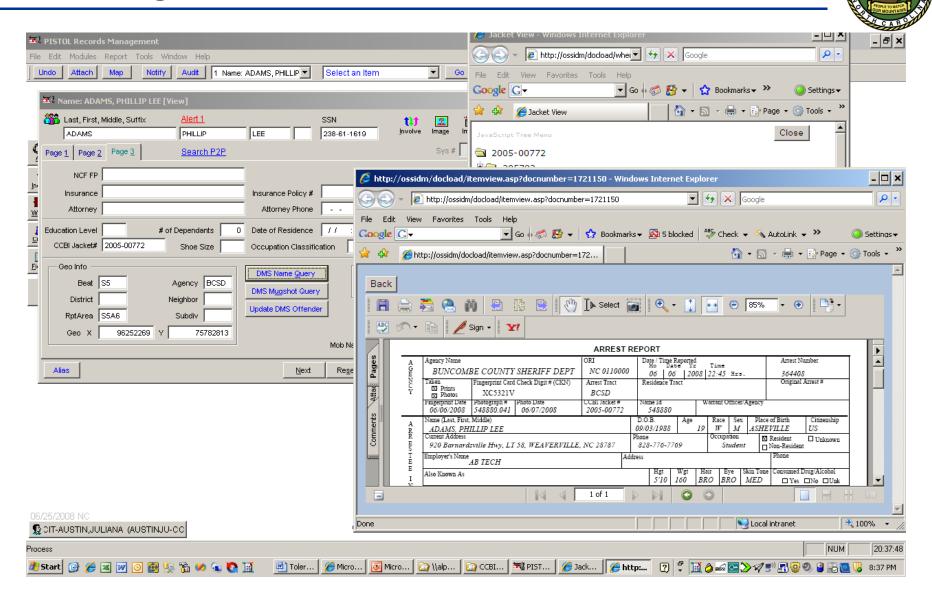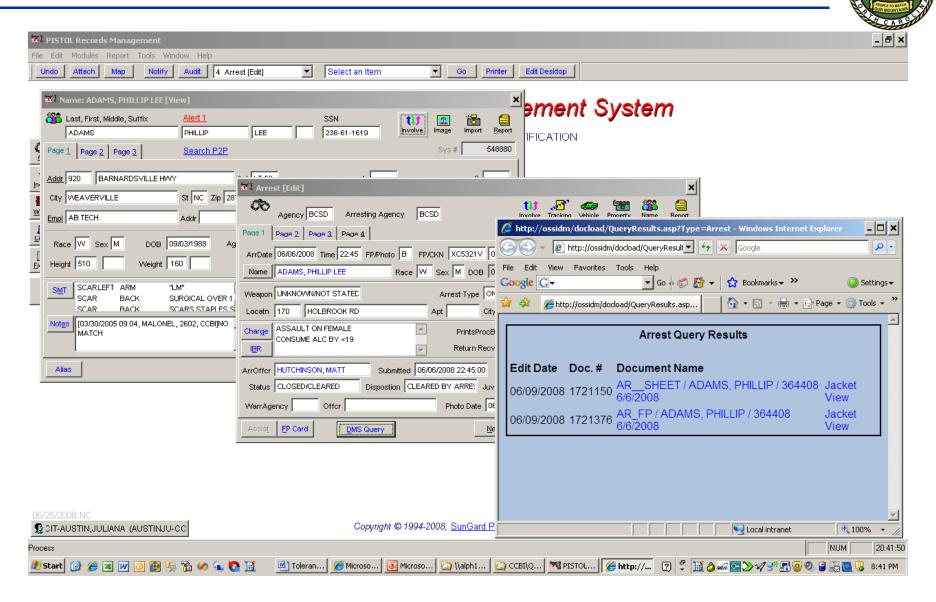# DM Jacket View – Disposition Card

RMS Integration- Arrest Sheet

RMS Integration- Arrest Record

RMS Integration – Disposition Card