

### Building Records Back-Scanning Project – Pilot

#### Developing a Pilot Project to test Processes and Productivity

Before this project, “Records” at **Tararua District Council** was a backroom process unseen by all. However, the challenge from Government (“e-Records are the future, make it happen!”) meant that a change in mindset was required. The approach by the team at Tararua, in order to secure Council support and funding to complete the challenge was:

- Develop a pilot project to test processes and productivity
- Enable the team to estimate costs, timeframes and staffing needs.

In all, 10 people were involved, with the team growing from 1 FTE to 7 FTE for 6 weeks from 7 January 2014.

They began with LIMs and Building Packet requests as these were prime examples of the **services expected by the public**, and without a strong storage and retrieval system these requests were often a challenge. Other deciding factors included the valuable man hours wasted processing and reprocessing repeat requests, and a lack of storage space within buildings.

There are numerous benefits of the project to both the Council and the Community. The Council now has a single, **instantly searchable repository** of pre-checked and approved records, with files at a manageable size that allow for easy opening, viewing and sharing via email. The move to a secure Archive repository for physical records has seen a significant **reduction of damage** for the records. There has also been a shift in perception within the Council of records, with many departments now planning their back-capture projects for their files.

The community now experience an **improved response time** for building packet requests, improved search results and less delay and dependency on traditional mail delivery times with the ability to email records.

#### ENQUIRIES

If you’d like to know more about the Back-Scanning Pilot Project, please contact **Joy Kopa** (Tararua District Council) on [joy.kopa@tararuadc.govt.nz](mailto:joy.kopa@tararuadc.govt.nz)

**Winner of the 2014 ALGIM  
Information Management /  
Records Project of the  
Year**

