

A RESOLUTION FOR THE CITY OF STRUTHERS AND ALL ITS EMPLOYEES TO COMMIT TO DIGITIZE ALL ARCHIVAL DOCUMENTS AS PER THE STATE OF OHIO RETENTION SCHEDULE AND TO COMMIT TO CONVERTING TO PAPERLESS DOCUMENT RETENTION MOVING FORWARD AND DECLARING AN EMERGENCY.

WHEREAS, As more industries see the wisdom in adopting a more environmentally friendly business model, local government should be no exception. The benefits of such a commitment are expressed in “EXHIBIT A” attached to this resolution.

WHEREAS, the City of Struthers desires to commit to converting all existing documents retained under the State of Ohio retention schedule to digital format and render all documents moving forward in a digital format.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Struthers, State of Ohio, $\frac{3}{4}$'s of all members elected thereto concurring:

SECTION 1: That the City of Struthers approves converting all qualifying retained documents to digital format by a vendor to be determined.

SECTION 2: That the City of Struthers approves to direct all department heads to review their retained documents and destroy all documents that have met their required retention schedule by way of secure paper shredding by a vendor to be determined.

SECTION 3: That the City of Struthers approves that all departments and employees of the City therein will render all future documents digitally (except where a paper copy is required by the State of Ohio Document Retention Schedule) on a start date to be determined.

SECTION 4: That the City of Struthers approves storage by a vendor to be determined at a later date of all documents required to be retained by the State of Ohio Document Retention Schedule

SECTION 5: That the City of Struthers approves digital access, by a vendor to be determined, to all digitally archived documents. Furthermore, the City of Struthers approves civilian access to the online repository of publicly available documents.

SECTION 6: That the Council of the City of Struthers approves that all meeting agendas, proposed legislation, ordinances, resolutions, and any other documents pertinent to their ability to perform their charge be rendered digitally, except where a paper copy is required by the State of Ohio Document Retention Schedule.

SECTION 7: That the Council of the City of Struthers approves that all aforementioned documents referenced in Section 4 be placed in a secure Dropbox folder owned by the City of Struthers and maintained by the Clerk of Council and that all documents be made available to all Council Members and Department Heads

SECTION 8: That the Council of the City of Struthers approves that all documents placed in the secure Dropbox folder according to date and/or session and that those documents be available for a period of 30 days beginning two days before the start of a session.

SECTION 9: That the Council of the City of Struthers approves that once the Dropbox documents have reached their 30-day expiration period, the documents will be removed from Dropbox and placed in an archival folder on the Clerk of Council's city-owned computer.

CITY OF STRUTHERS

Resolution

NO. 22-015

SECTION 10: This Resolution is hereby declared to be an emergency measure necessary for the preservation of archival documents, the commitment of the City of Struthers to follow a more environmentally-friendly business model, for financial savings born from the discontinuation of use of offsite storage facilities, and for the need for more transparency in publicly available documents.

PASSED IN COUNCIL THIS 13th DAY OF April, 2022.

Megan R. Shorthouse
CLERK OF COUNCIL

Robert D. Burnside
PRESIDENT OF COUNCIL PRO TEM

FILED WITH THE MAYOR THIS 13th DAY OF April, 2022.

Megan R. Shorthouse
CLERK OF COUNCIL

APPROVED BY THE MAYOR THIS 13th DAY OF April, 2022.

Catherine Cerccone Miller
MAYOR

PUBLISHED IN THE HOMETOWN JOURNAL

DATE: 04/21/2022-04/028/2022

Megan R. Shorthouse
CLERK OF COUNCIL

Why should your government go paperless?

1. Saves employees' time

When documents are stored in the cloud instead of in physical files, you save time requesting documents from other departments, searching for misplaced reports, or physically updating files. Even tasks like printing meeting notes and physically delivering them to coworkers can be eliminated through digital workflows.

2. Automates tasks

Document management automation lets you remove steps and tasks along a project's journey. By setting up digital workflows, you can track project status, automatically notify the correct people once a milestone is reached, and create reminders so tasks don't get bottlenecked with certain employees and departments. Digital forms, filled out by the public and employees, can automatically populate databases with information, reducing the need for manual data entry.

3. Makes data more accessible

By centralizing your data storage in the cloud, it becomes more accessible. Case workers can access and update files from their mobile devices. Property-specific data can be retrieved in real time from your government's GIS platform, ensuring that every department has access to the most current data. Files can be located through simple queries, rather than through hours spent searching the civic archives.

4. Cuts costs

The time cost of having to manually input data and physically manage files is saved when agencies move to digital document management. Cost savings can also be realized by not having to print and mail documents to citizens, and through online payment options that reduce the processing costs for transactions.

5. Empowers mobile workers

When an inspector visits a property, he or she can view and update the property's file in real time via a mobile device. This cuts out the time needed to enter the data later on, and because the document is located in the cloud, it means all departments have immediate access to completely up-to-date information as soon as the inspector updates.

6. Brings your departments together

With centralized documents, all your departments will be working together from the same information. This means it will be easier for employees across all departments to access, manage, and make decisions based on current and accurate data. Costly human error is reduced, communication bottlenecks are removed, and departments can collaborate seamlessly.

7. Needs less space

How much space is your organization currently using to store physical documents? Not only are you paying to lease that space, but it requires a physical search to uncover specific documents. A cloud-based storage system requires little to no physical space.

8. It’s more secure

Dust, mold, fire, floods, air conditioner leaks, mice.... The list of problems that can affect paper documents could fill a whole file box itself. By going paperless, critical information is securely stored in the cloud and constantly backed up, meaning that you’ll always have access to critical information, even in a disaster.

9. Provides better transparency

Automated workflows can provide better transparency for government processes, by automatically notifying constituents as each step is reached. And when public data is made available digitally in searchable databases, rather than only through individual request, it saves government agencies time and money spent on complying with open data requests.

10. On-demand service for constituents

Paperless processes provide on-demand access for constituents to applications, information, and other services that traditionally require a trip to city hall. This allows citizens to access information 24/7, and by moving processes to digital, governments can become more efficient in processing claims, applications and license requests.