

# “The Paperless Office”

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January 17, 2006

# “The Paperless Office”

## *Purpose of the Presentation:*

- Discuss the issues involving a paperless office
- Advantages
- Disadvantages
- Staff Concerns
- Recommendations: “How do we go from “paper to less”

# “The Paperless Office”

## *Issues:*

- The average office spends \$28 to file or retrieve a document
- Misfiled documents costs \$150 to locate
- The average business document is copied 19 times
- 7.5% of all documents are lost or misfiled
- In the event of a natural disaster or emergency, what contingency plan is in place for safeguarding your files
- What do you do when you run out of storage room

# “The Paperless Office”

## *Advantages of a paperless office:*

- Save time, money, office and filing space by storing paper electronically
- Allows multiple users access to the document without having the original removed from file
- Eliminates/reduces the number of lost documents or documents not being returned to file
- Allows for multi-indexing of documents within a single scan and allows for document security
- In case of natural disaster/emergency, computer backups allow for recovery contingency

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## *Disadvantages of a paperless office:*

- Initial cost associated with the purchase of a paperless filing system
- Number of users to access the system at one time and cost associated with licensing
- Modifications/changes to documents or files

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## *Staff Concerns BEFORE to Implementation:*

- I have to have my paper copy!
- You’re going to scan all the files and we’ll never be able to find them again!
- What do you mean you’re going to throw the paper out!
- Change is bad!

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## *Staff Concerns comments AFTER implementation:*

- “What use to take me a long time finding a document filed in storage I was able to access immediately!”
- “Can we start filing our maps and as-built files?”
- “This is a lot easier than filing in a file cabinet!”
- “It’s amazing at how much file and office space has been freed up and how much office clutter has been eliminated!”
- “It is easy to email these documents directly from file instead of copying and faxing or scanning and faxing!”
- Change is great!

# “The Paperless Office”

## Status Since Started in Fall 1999

- Currently scanned 65 project applications
- Currently scanned 12,725 files
- Currently scanned 509,758 pages
- Currently have 53 project applications left to be scanned
- Regained office space previously used as storage
- Regained basement area for shelter use in case of weather emergency
- Office files are easier to access and established file rotation to scan on annual basis

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*Recommendations “How do we get there from here...how far can we go?”*

- Research and seek recommendations on the right software package to work in your existing network environment
- Keep it simple: stay with existing file plans when possible when setting up your paperless applications
- If you scan it they will come!
- The Papio-Missouri River NRD has initiated a paperless Board, which includes District policies, Subcommittee and Board information, brochures, maps, forms, etc. allowing employees and members of the public access to all non-confidential material

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## *Questions*