

TO: CITY MANAGER

1997 February 3

FROM: HUMAN RESOURCES MANAGER

SUBJECT: DOCUMENT IMAGING SYSTEM

PURPOSE: To provide funding for the purchase of a Document Imaging Application System for Human Resources

RECOMMENDATION:

1. THAT a bylaw be brought down to appropriate \$49,932 from Capital Reserves for the acquisition of a Document Imaging Application System as outlined in this report.

REPORT

Annually, Information Services budgets funds for departments for their acquisition of 'corporate use' computerized application systems and equipment. The 1996 Capital Budget includes a provision for a Document Imaging System for the Human Resources Department. The cost of the application is \$48,126 (net of GST rebate) of which funding will be drawn from Capital Reserves.

Council is requested to bring down a Capital Expenditure Bylaw in the amount of \$49,932 (inclusive of 7% GST) to finance this project.

BACKGROUND

The Human Resources Department has identified several areas for the application of an imaging system. The most immediate needs are to use the proposed imaging system as a 'Records Management' tool for employment applications and to image, store and electronically retrieve a variety of employee records. Human Resources currently receives about 8,000 applications and resumes annually and this will increase to closer to 15,000 with the centralization of the auxiliary staff recruitment and selection process. The Department also maintains approximately 5,000 current and separated employee files. As well in excess of 10,000 transactions are processed annually to employee records related to hirings, separations, benefits and compensation.

Record management requirements continue to grow as a result of FOIPOP (Freedom of Information), Human Rights and Workers' Compensation legislation. For example, our past practice was to retain applications for a period of one month. Under the FOIPOP legislation, the City is now required to

retain all applications for a period of one year. Employee records must also be accessible, complete and current and are subject to audit on a regular basis. Staff time spent in filing, retrieving and searching for a variety of documents is increasing and our intention is to be able to redirect staff time towards more service oriented activities. Service demands have increased and will continue to do so as a result of the centralization of auxiliary staff hiring, computer training demands and legislative requirements related to access and privacy of information, safety, human rights and pay and benefits.

The proposed document imaging system will allow Human Resources to track applications much more easily and provide them with a means to record skill types that are often searched for. This will allow for automated search and retrieval of applications saving significant staff time. This system will also allow Human Resources to define retention periods and therefore easily purge records after the mandatory 1-Year Retention Period. Additionally, the system will assist in the management of competitions and employment eligibility pools.

The document imaging system will provide the Human Resources Department with the means to image, store and electronically retrieve employee records currently maintained in manual filing systems. The ability to electronically store a variety of employee records will save staff time in the retrieval and processing of these documents as well as saving critical floor space.

FINANCING

This project was included in the 1996 Information Services component of the 1996-2000 Capital Program, however, due to the need to research the available products on the market, we were unable to forward this request for the 1996 budget year. The 1997-2001 Capital Program will be updated at annual budget to accommodate this project.

Approval is being sought to fund the equipment shown in Appendix - A for a net total cost of \$48,126 to acquire a Document Imaging Application System for the Human Resources Department.



P. K. Tennant
HUMAN RESOURCES MANAGER

cc: Director Finance
Information Services Assistant Director

Deputy City Manager
Corporate Labour Relations

Appendix A - Document Imaging Application

Description	Extended Part#	Qty	Price	Unit Cost
Imaging NT File Server				
NT Server	Pentium 133MHz		\$ 4,000	\$ 4,000
Oracle RDB 6 Seat Licence			2,000	2,000
Imaging Workstation				
21" Monitor	21" Monitor		3,750	3,750
Scanner	Flatbed Scanner		5,600	5,600
Compression Board	Compression Card		1,500	1,500
Imaging Software				
Highview ST Base Licence	Highview ST Base		2,100	2,100
6 Seat Concurrent Licence	Highview 6 Seats		3,400	3,400
Group West Project Management, Customization, Configuration Installation & Testing			22,000	22,000
Contingency				800
Total				\$ 45,150
GST @ 7%				3,161
PST @ 7%				<u>1,621</u>
Gross Costs				\$ 49,932
Less 4% GST Rebate				(1,806)
Net Costs including net taxes and contingency				\$ 48,126

