

**TO:** CITY MANAGER 2003 July 31

**FROM:** CITY CLERK File No. 5220-20

**SUBJECT:** QUEST RECORDS MANAGEMENT SOFTWARE SOLUTION

**PURPOSE:** To seek Council's approval to purchase WinPat Software's QUEST Records Management Software solution for use in all City departments.

**RECOMMENDATION:**

1. **THAT** a Capital Expenditure Bylaw in the amount of \$24,275.00 (including applicable taxes) be prepared to finance the purchase of the QUEST Records Management Software solution for the Corporation.

**REPORT**

**1.0 BACKGROUND**

Over the past several months, staff have investigated and evaluated various software solutions that are designed to assist departmental records staff with the implementation of the Corporate Records Management Program.

Staff are recommending the QUEST product from WinPat Software for use at the City of Burnaby. QUEST automates the various activities performed by records staff in maintaining records throughout their lifecycle. The software will improve the physical and intellectual control of the City's paper records, while decreasing the amount of staff time needed for ongoing file maintenance.

The QUEST product has been widely implemented by various levels of government with great success. It is also anticipated that the use of QUEST will facilitate the effectiveness of future software implementation, such as that required for electronic document management (EDM). EDM is anticipated to be the next phase of the Corporate Records Management Program and will be the subject of future reports to Council.

**2.0 CONCLUSION**

It is requested that Council authorize preparation of a Capital Expenditure Bylaw in the amount of \$24,275.00 (including applicable taxes) to finance the purchase of the QUEST Records Management Software solution for the Corporation.

**3.0 FINANCING**

Sufficient Capital Reserves are available and is included under the 2003 Information Services component of the 2003-2007 Annual Capital Program. The bylaw appears elsewhere on this agenda for Council's consideration.



Debbie Comis  
CITY CLERK

mb/

cc Director Finance  
Chief Information Officer  
City Solicitor