CITY-COUNTY COMMON

County-City Building · 555 S. 10th Street ·Lincoln, NE 68508

County Commissioners	Mayor	City Council
(402)441-7447	(402) 441-7511	(402) 441-7515

AGENDA

CITY COUNTY COMMON
TUESDAY, SEPTEMBER 4, 2007
COUNTY-CITY BUILDING
555 SOUTH 10TH STREET
ROOM 113, 8:30 A.M.

	1.	Approval of Common Budget Meeting Minutes of Tuesday, July 17, 2007.
8:30 AM	2.	Jail Financing - Lauren Wismer, Attorney, Gilmore & Bell; Scott Keene, Ameritas Investment Vice President/Managing Director
9:00 AM	3.	TRIM (Records Management) - Gwen Thorpe, Deputy Chief Administrative Officer

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CITY-COUNTY COMMON
MEETING MINUTES
SEPTEMBER 4, 2007

Common Members Present: Ray Stevens, Vice-Chair; Jon Camp; Doug Emery (8:35 am); Bernie Heier (8:34 am); Larry Hudkins (8:59 am); Deb Schorr; John Spatz; Ken Svoboda; and Bob Workman.

Common Members Absent: Mayor Chris Beutler; Dan Marvin; Jonathan Cook; and Robin Eschliman.

Others Present: Denise Pearce and Trish Owen, Mayor's Office; Marvin Krout, Planning Department Director; Gwen Thorpe, Deputy Chief Administrative Officer; Scott Keene, Ameritas Investment Vice President/Managing Director; Lauren Wismer, Attorney, Gilmore & Bell; Jean Ortiz, Lincoln Journal Star; Tonya Skinner, Assistant City Attorney; Kerry Eagan, Chief Administrative Officer; Cori Beattie; County Commissioners Administrative Secretary; Mary Meyer, County/City Clerk; and other interested parties.

The Nebraska Open Meeting Act posted on back wall of Room 113.

Vice-Chairman Stevens opened the meeting at 8:30 a.m. with introductions of Common members present.

Jail Financing - Lauren Wismer, Attorney, Gilmore & Bell; Scott Keene, Ameritas Investment Vice President - Managing Director

Keene stated one option on the jail financing was formalizing the transfer the City makes to the County, annually, for City inmates housed in the County jail under State statutes. The City has transferred approximately $1,454,00 per year, for 7 years, in payment of the City's share of jail operating costs based on number of City inmates. After analyzing took the average amount of $1,454,000/yearly and if using for debt service payments under a lease agreement between the City of Lincoln, Lancaster County, and potentially the Building Commission, the PBC would issue bonds in the area of $21/$22 million, for a 25 year period, contributing approximately $20 million to the jail construction. The County has a limit on the tax amount they can levy towards a jail project, being insufficient to cover the total cost of the jail construction. This is a good option as the City contributes to the County jail operation, making sense to codify the transfer, build the jail, and would continue annually based on City inmates. If the number continues to rise there may be an adjustment to the operating side, but now took the contributions of the fixed side. Interest rates have changed. Last time it was $21or $22 million as the number we might achieve through this vehicle and now about $20 million.

Wismer added the Lincoln Lancaster Public Building Commission has previously been used to finance projects for joint use by the County and City. Another potential issuer is the Lancaster County Leasing Corporation. In reviewing options these two offer the greatest opportunity to tailor this transaction around the practicalities of the situation.

Workman asked if Lancaster County Leasing Corporation would take up the remaining $68,000,000, with no limit? Wismer replied there are limits because of County levy limitations, primarily §23,120, which permits the County to make a 5.2¢ levy for a project up to ten years. The 5.2¢ is a total, not per project. The County previously used the 5.2¢ levy to finance projects, and some are ending, freeing up some of the levy, but 5.2¢ for 10 years is the maximum amount, with previous obligations payable from the levy. Also with §23,120 is the ability to appropriate a million dollars a year for counties the size of Lancaster, with no time limit, but is separate from the 5.2¢ levy, and cannot be used simultaneously. Can use one, and use consecutively, but not simultaneously.

Workman asked if Lancaster County Leasing is known as the ten year plan? Wismer replied not necessarily, the 5.2¢ levy is limited to a ten year term. No limit on the one million dollar annual appropriation. Can structure financing on 20 to 25 years, with the first 10 years payable from the available portion of the 5.2¢ levy, and the balance would be what would be available from the million dollar levy. Keene added the levy doesn't necessarily have to go through

the Lancaster County Finance Board, the County Commission borrows directly against those revenues, with having the Lancaster County Building Corporation as the conduit to issue the smaller financing. We could combine and do under one entity, but it is possible to split them. Not limited under the 5.2¢ of going through the facilities corporation, it's all on the County side.

Workman asked if the City is involved in the debt service, the debt being through the Building Commission to pay off through funds the City owes the County for the service? Keene answered the way they envision would be if there was a lease between the City and Lancaster County Facilities Corporation as a payment obligation, in an agreed amount, annually for 20 or 25 years, whatever the corporate term is. The funds would repay the debt service issued by the Facilities Corporation. Stevens said now the $1.5 million basically pays operational costs and would be diverted to jail construction. The County would need to pay operational costs, and the City would advance those funds to the County.

Camp stated he appreciates jail operational costs discussion. Heier said the City's operational costs would increase as the jail population increases. Camp said if the City currently pays $1,454,000 for City inmates in the County jail, even without increases of City volume in the jail, the $1,454,000 is going to operations, which the County would need to replace. There will be efficiencies with the new jail, but still well north of a million dollars. Workman replied the County spends over a million dollars on sending inmates to other counties, which would be eliminated. It will be a burden to the taxpayer, but operating costs are $12 million, which shouldn't go up immediately, and will eliminate a million plus sending inmates to other counties. We have to pay for this through our tax levy. Stevens added there may be revenue if able to rent jail space to other entities. This would cover not only operation costs for the portion of depreciation of the facility, but would help to offset.

Heier stated we are now over capacity with 552 prisoners. The new facility would be a 780 bed facility, and do not anticipate twenty million now, as it will take time to get to a 780 inmate population, but not saying the income couldn't come quickly as the overburden did. Workman pointed out they didn't figure on $1.5 million now, with the jail having 552 people, and our cost would be higher than $1.5 million. Schorr stated the County Board realizes this is a primary mandate, and we did continue to look at non-mandated services as we went through the budget process.

Camp added constituents have questions. For example, the $1.5 million paid to facilities/counties to house the jail population, they incur operating costs and charge the going rate per prisoner. What is the typical operating cost for prisoners? Schorr replied it varies, with Heier adding Omaha would be $78/day plus parts of medical, and the City pays $68 to the County. Camp asked what is the County cost? Heier replied $68. Camp said if that is your, and our cost, interested in how the $1.5 million paid for prisoner housing is $68 per prisoner operating cost, and hearing a savings of $1.5 million for not shipping inmates to other counties. The County will bear operating costs to house prisoners, so not a net $1.5 million gain. Might be a hundred thousand dollar efficiency. The numbers are a concern as 90% of the County levy goes to the City. Just trying to make sure we understand the finances.

Workman said operating on $1.5 million it would pay other bills as it's above our $68. Plus with the new jail anticipate elimination of Air Park. Will utilize the downtown jail, and have two efficient facilities. Svoboda stated the cost of housing prisoners outside of our County is sometimes higher than $68, for example Douglas County is $78, plus transportation costs. So, $1.5 million is the raw number of cost per prisoner to house outside of our jail. There would be soft costs; a scheduler, transportation, etc., what is that total number? Assuming efficiency of housing prisoners here and transportation would be from court to the facility within the County.

Keene agreed and stated the second value is the County controlling its own space, rather than shipping inmates out with no control over the charged rate, and uncertainty to the space availability. May be $70 a day, but could be considerably higher, especially if we see the trend continue.

Spatz asked how much of the 5.2¢ levy will be available? Keene believes on the order of 1.6¢. Spatz asked if that would be left to use? Keene said they've been looking at taking the levy up to the area of 4.5¢, wanting to leave a cushion, not necessarily envisioning other projects but to be able to market on the levy limitation, having a cushion on the off chance this valuation flops in a year. Spatz asked if they were thinking possibly of 2.9¢? Keene said it needs around 3¢. Stevens stated it equates to roughly $4.5 to $5 million per year. Keene commented 3¢ is about $5.4 million a year. The county evaluation is currently 18 billion.

Heier pointed out there are also 2,000 people on probation now. We have 552 in jail, another 100 to 200 on alternatives to jail. Roughly looking at 1% of our population involved in the Criminal Justice System, not counting juveniles.

Workman said with the approved 1¢ jail savings account, if we build the jail at 3 years will have about $6 million to go to reducing the bond. Presume the 1¢ would disappear and then be applied to the principle. If looking at 3¢ principle payment, 2¢ above our 1¢ now, we would be in the ballpark. Workman added with the interest rates it is planned where we could bond over a long period of time, 25 years, but what is the rate on a 25 year note today? Keene stated versus cost in the market it is a little below 5%, a conservative estimate, about 4.9% to 6% would be included for today's market. Workman asked if these are double A bonds, with Keene replying the county has a double plus rating.

Schorr added with an RFP out for architectural design, how does issuance of bonds fit into the specific time line? How soon do we need to move forward? Keene replied it's a balancing act, ideally would wait until the bids were in, knowing the project cost before entering into financing. We are exposing ourselves to interest rate risks, where they could rise, and going through the planning process would discover as interest rates rise we have fewer dollars available, having to push the project scope down through the planning process. But better than trying to issue the debt now, at a fixed amount.

Schorr stated once the bids are in would be a couple months process. Keene said they would probably ask for appropriate approvals of the various governing bodies prior to the time you opened bids. With maximum perimeters approved, would allow to go to market within a week or two after the opening of bids, with costs being certain. Schorr asked what type of agreement would we be asking for? Wismer said essentially looking for an obligation on the City's part that they will contribute X number of dollars to the County for purposes of housing City prisoners. A firm commitment over a certain period of time, something the County can count on. Schorr asked if there would be an escalator based upon the number of inmates per year, or would it be a separate agreement, because we would want a fixed amount? Wismer answered it's really what can be agreed to between the County and City.

Stevens asked if it was possible to structure the bond issue with a balloon payment at the end of the ten year period? Wismer replied yes, but would run into interest rate risks, and would have to refinance prior to maturity. May relieve some pressures on the front but give additional pressures on the back end. Keene added it would not give us an additional ten years under §23,120, it's per project.

Stevens asked if this is 5.2¢, couldn't we use as additional parts free up? Keene replied could to the extent you later built an addition to the project. Stevens asked what if it were in three phases? Wismer replied a gray area, and depends on what the phases consist of. Schorr added it would have to be substantial. Wismer said the way the statute is written it needs to be a separate project. So, if at the beginning we lay out in three phases, but it's all one project, would be very uncomfortable. Workman presumed these 25 year bonds could retire in ten years if interest rates went down. Svoboda asked if any scenarios include a general obligation, voter approved, bond? Schorr replied in her mind, yes. Workman added he doesn't see a real purpose in putting to a vote, as it has to be done, and we're getting a good bond rating. With the City getting involved want to emphasize again, it is not going to cost the City one extra penny, the burden is still on the County Board.

Spatz stated he understands the County is looking for a fixed amount. Heier responded the amount the City is paying for daily care. Spatz asked if the City would write that into the fixed amount? Heier said it could be included as a statement as what it costs the City to keep prisoners in jail. Spatz stated fixed according to number of prisoners.

Keene stated for the bonds to go through actually need a dollar amount, a firm contribution agreement from the City stating they would transfer the agreed upon amount for the next 25 years. With what has been discussed, and if City inmate count goes up the City would pay a requisite additional amount based on the per capita calculations. If it dropped a City credit would be given, but the City would still make the committed dollar amount. On the books would be a credit, a recognition of a credit, because the City had a count below average, which may be made up in later years as the census grows. Spatz said we're looking at $1.5 million, and next year it's calculated to be $1.6, would the one hundred thousand go to operating costs, and not to the fund? Keene agreed. Hudkins said if it's a million four the County would pay the City back one hundred thousand. Workman said there is a small risk to the City that the jail population would decrease.

Camp asked for clarification. The $1.5 million to the County covering jail operational costs, now saying it will go to the building, what will replace the County's operation costs? Keene replied there are very specific limitations to the levy amount which can be used for debt service, or for capital for the County, and a different levy limitation for operations. Will move the million five from one set of limitations to a broader limitation set, but would still come under the County's budget. There is not a million five, necessarily, under the operating items that make this truly a dollar for dollar offset. The County would levy additional taxes to pay for facility operations. They do now, raising the levy yearly to pay for additional operating costs. The true binding County limitation is under the capital side, and by having this kind of arrangement allows them to finance the project. It's shifting to the operating side some additional costs. The County will levy and appropriate for.

Camp said this raises concerns. Initially heard it would not cost the City more, which isn't true as City taxpayers will pay the increased property levy to make up the operations difference. Want accountability, as the more citizens understand the cost the more pressure there will be to keep costs in line. Twenty years ago heard there would be a jail to the south. Now the same consultants say it's better to go spend $94 million. Camp stated this is alarming to citizens, and when you add the $68 per prisoner cost, which will probably be $168 in 20 years, it's costing 20 to 30 thousand per prisoner per year. If 800 people are in jail it is a huge burden. Somewhere it will filter into our judicial system with the judges having to be careful on incarcerating people, and would look at different alternatives.

Hudkins stated he was a member of the County Board who decided to build south 18 years ago. When this process started still felt it would be the direction, as the County owns the south parking lot, with no surrounding national registered landmarks. Became convinced when the committee heard, "don't just look at what it costs to build the jail now, look at what it's going to cost to operate in 20 or 40 years". In the long term operation of this corrections facility does make sense to have, as much as possible, on one floor with land for possible future expansion. The City's cost of incarceration, with 91%- 92% of the County population, and crime likely to increase. The reason City costs have continued to go down is offenses are charged under District and County Court more.

Keene had a clarification on Spatz's question about the number of cents. Under the current limitation, under §23,120, 5.2¢, the County's levying less than a penny, so we have been actually working with a figure of probably a little less than 4¢ as the additional levy under the 5.2¢.

Schorr asked if opening the bids in January, would we need a commitment prior? Kenne replied they think at the opening of the construction bids. If going through selection process in January to March, doing the design work, assume the timeline would be sometime in summer before you would be ready to bid the project. Stevens commented the County Board is taping a TV show for Channel 5, going over many of these issues, answering some frequently asked questions, and to talk about specific proposals we have in hand at this point. Stevens then thanked Keene and Wismer.

Minutes of Common Budget Meeting

Schorr made motion to approve the Common Budget Meeting Minutes of July 17, 2007, seconded by Heier.
Roll called: Ayes - Stevens, Camp, Emery, Heier, Hudkins, Schorr, Spatz, Svoboda, and Workman.

Absent - Marvin, Beutler, Cook, and Eschliman. Minutes approved 9 - 0.

TRIM (Records Management) - Gwen Thorpe, Deputy Chief Administrative Officer
Attachments: Tower Software PowerPoint Presentation; Tower Software Case Study; and Retention Schedule Listing

Thorpe stated as administrator of the electric records management software package she understood questions arose at the Common Budget Meeting and wanted to update everyone on TRIM. We have to absolutely manage our information assets and no longer can public employees be unaware of the necessities to handle correctly.

Thorpe gave TRIM background. In 2000 the County met with records management consultant, Julie Gable. Gable talked to County and City agencies, as work done by the County and City Clerks approximately the same. Gable interviewed office personnel with questions of: overall goals; responsibility; the County organizational chart; pending agency changes; legislative changes, staff changes, reorganization; interactions each office had to carry out their business, internal and external. Decision for a data base and software application developed for each agency, with a large item of the legal requirement of electronic signatures. Gable interviewed each representative department employee to understand the job and to obtain background and understanding. Questions included: what are they asked to find; what do people know about the document when requesting; how far back; how often; how many documents created every day, week, month, year? Thorpe believes the questions absolutely have to be asked and then do the analysis. A lot of offices say the same thing, a lot of extra copies which everyone wants stored at K Street. In the County Board offices we find in TRIM, read it, with no paper file required

Started using TRIM in the County Clerk's office in 2001. Now moving through County offices as time allows. Once TRIM is installed it is very easy to use, but requires a lot of work before in understanding the office and workflow. We have inquiries from City employees and did a demonstration for Public Works about 1 ½ years ago. Also invited the City Council and all City departments/employees to a seminar held by Tower Software's National Sales Director, and associates out of Denver.

Thorpe briefly shared the Tower PowerPoint provided for the County Board. Pointing out items which included the company background with global presence and acceptance; how information is available, properly managed, destroyed when applicable; the largest commercial system; and an oil company having 65,000 users. TRIM also contains a tool for The Federal Rules of Civil Procedure. If we receive an E discovery request can handle.

Thorpe stated TRIM has a proven track record with the Federal Government, State, Local, and International Governments, handling the U. S. Navy, and the Australian Government to name two. More than thirty-two countries use TRIM. To work smarter sometimes need to look at our policies, procedures and processes. TRIM manages business information with our rules, and Thorpe stated she has spent time with the vendor setting up the rules. An example of a rule is we can have documents in a classification level, i.e., general correspondence, County Board to County Attorney, etc.. Also, work groups, i.e. a jail issue classification and people working on the documents can handle internally, passing back and forth, with readily available software for searches.

Pointing out the flow chart Thorpe stated TRIM can take a lot of information, from a lot of different systems, and manage by security, retention, and revision. If you need to prove what a document looked like on a certain date and time, and it hasn't been changed, you can. Changes can be made but it is tracked, with date, time stamp, who changed. An example of imagining would be a fireman responding to a call. He could click on a map, and integrate with GIS and see all material, safety data sheet, or hazardous material, at the location. TRIM does not take the place of a GIS system, but allows the systems to connect together.
Hudkins stated The Federal Rules of Civil Procedure swept into government last year and you have to be able to reproduce all emails, all correspondence. TRIM has allowed us to do this. Thorpe said a request was received from the newspaper asking for all information, including letters and emails regarding the drag strip. Were able to complete in four hours, doing different searches , making sure every piece was produced. Now working with Planning to figure out

on special permit or change of zones if we should just use the number so we won't wonder if it's dragstrip or drag strip? Motorsports or Motor Sports? Hudkins added without TRIM this would have taken days.

With document management Software details of a document are conveyed. If you don't want to open the document, can read below. Another function is tight integration with Microsoft Office and Lotus Notes. The County has different email packages, a problem, but we will work through. With Lotus Notes and Microsoft Office can take an email, plus any attachments and put directly into TRIM to manage the correspondence. Some people worried about having the same PC software in seven years, but TRIM has a built in viewer guaranteeing to read the documents. TRIM is extremely customizable, and has as many custom user fields as necessary. An example is the Mental Health Center with different diagnoses used for a single person. Can set up and control information entered, with tight security. Have entered retention schedules for all City agencies as at some point will move the record center data base into TRIM. Thorpe added holds can be put on documents and they won't come up in the usual location to be deleted. Document deletion is not automatic, have to give permission, but if deleted the software shreds the document so it cannot be found but you can surmise you had the document and it was deleted according to regular or business practices. Thorpe added with the version purchased we can manage our physical space in "K" Street, a minor benefit as basically it is a small storage facility, but for example, the U. S. Government can say it's in this box, on this shelf, in this row, in this warehouse. How much room is left?

One new ability is scanning paper with advance records imaging. The County and City Clerks issue licenses and TRIM can scan in a form and automatically fill in most areas and put directly into TRIM. Also, we will have searchable public access on the web, probably after the first of the year. Future lower cost is a benefit. We won't have to build a customized system on a main frame, costing roughly $85 an hour to write. TRIM has millions of lines of code and is easy to configure from the administrator. Thorpe added a lot of information is now contained on the County side, a Retention Schedule Listing, a record plan and report, and she is willing to show anyone who would like to stop in her office.

Svoboda stated he appreciates the update and asked what was the County's cost for purchasing TRIM software? Thorpe replied to date she thinks the County has spent possibly $300,000. She isn't saying the City has to have, although it would be a great benefit. The City should decide if they want TRIM, and there would be a consultant who would come in and analyze the offices. Also, the ability to share software the County owns, knowing an arrangement can be made. How it would work administratively would be determined with Thorpe stating she doesn't want to be the administrator for the City, as there is need to separate our data, which can be done with the same software. Now putting this software on selected City employees computers.

Camp stated with 26 interlocal agreements, joint departments, is a department like Planning half in - half out? Are they using because they use with the County? Thorpe replied Planning is using for read only now. But looking at when Planning has an issue it makes sense to have the ability to create documents in a certain file category. Camp said he likes the County having the software, with the City sharing, and with 26 interlocals it would seem natural for the City to manage their information, achieving more space.

Thorpe said today she wanted to raise awareness of TRIM. To plan a consultant would need to come and interview City departments, and determine the needs. Then, the City can do an RFP and buy their own. Thorpe added there always are policy/procedure changes which happen. One reason the City Clerk wasn't excited in 2000 is the City has three readings, and the County doesn't. TRIM handles, and is easier than in the earlier version. There are 450 licenses in the County, and will be implementing as soon as time permits.

Camp said ideally everyone should speak the same language long term, coordinating. Thorpe again added she invites everyone to stop in at her office, for a demonstration. Schorr stated in closing she is very excited about the fact we can actively manage emails and documents, while adhering to legal issues or public press issues. Also, allowing them to be shredded at the appropriate time.

Other Business
Stevens said the next meeting is October 1st.

Heier made motion to adjourn. Meeting adjourned by acclamation at 9:33 a.m.

Mary Meyer
Clerk

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TOWER SOFTWARE

Lancaster County Presentation

August 28, 2007

LANCASTER COUNTY NEBRASKA

TOWER SOFTWARE

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TOWER Software Background

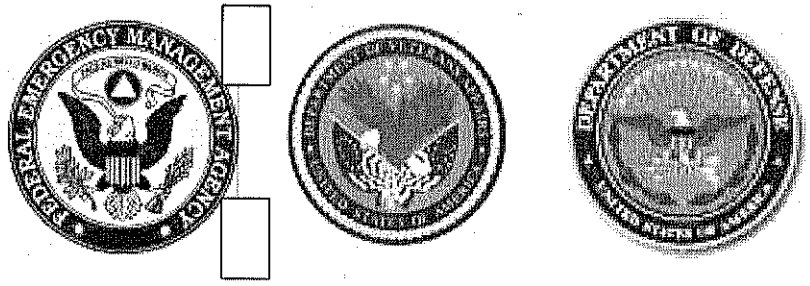
- Developed product and started business 1985
- Global presence – Europe, North America and Australia
- ISO 9001 Certified development organization
- Largest Federal deployed system (360,000 users - NMCI)
- Largest Commercial system (65,000 users), Major Oil Company
- ROI – the new ROI is.....
- Sarbanes Oxley
- Federal Rules of Civil Procedure
- Basel II
- Homeland Security
- DOD 5015.2 Compliance

TOWER SOFTWARE

Proven track record with TRIM Context

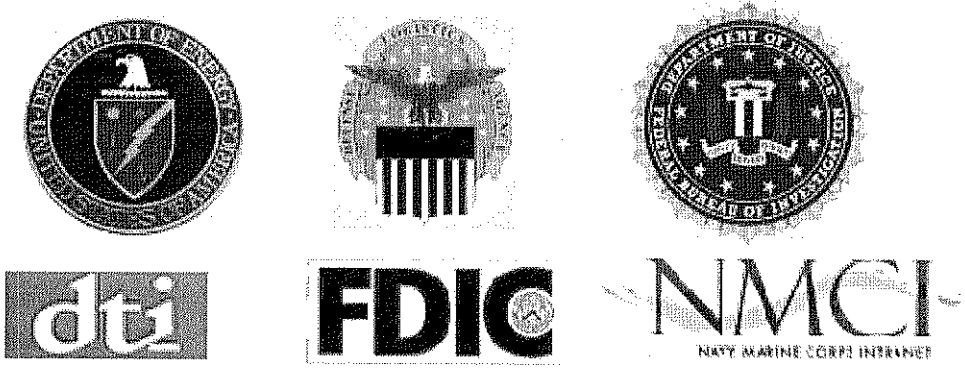
"It is difficult to find a good document management system that is low cost and deployable in the real world. The best product that I've seen on the market is TRIM… from TOWER Software."

Tom Ruller
New York State Archives



"TRIM has met all of our needs and expectations. We find it easy to use, easy to learn, and versatile. When there is a problem the help desk is there and provides a ready solution."

Fred Graboske, Archivist,
Marine Corps Archives Branch,
Washington Navy Yard



TOWER SOFTWARE

Public Customer Sites

Federal Government

- **8 of 15 US Executive Depts.**
- Department of Defense
  - Army
  - Navy
  - Air Force
  - Marines
- Department of Energy
- Department of Education
- Department of Health & Human Services
- Department of Homeland Security
- Department of Justice
- Department of Treasury
- Department of Veterans Affairs

State & Local Government

- Port Authority of NY/NJ
- Tampa Bay Water
- Idaho DEQ
- State of Georgia Dept. of Community Affairs
- Colorado Dept. of Public Health & Environment
- N.B. Family & Community Services
- NSW Police Services
- N.B. Dept of Justice
- Nebraska Public Power District
- Newfoundland Dept. of Mines & Energy
- Sarpy County, NE
- NYS Dept. of Education
- City of Kirkland
- Prince George County
- City of Portland
- Northwest Natural Gas
- Lima City School District
- Lancaster County, NE
- City of Tampa
- Washington OFM

International

- United Nations
- Gov't of British Columbia
- Dutch Nat'l Bank
- UK Dept of Trade & Industry
- Most of Australia
- All Australian Embassies
- S. Africa Defense
- 32 countries

TOWER SOFTWARE

Records Management Software Value

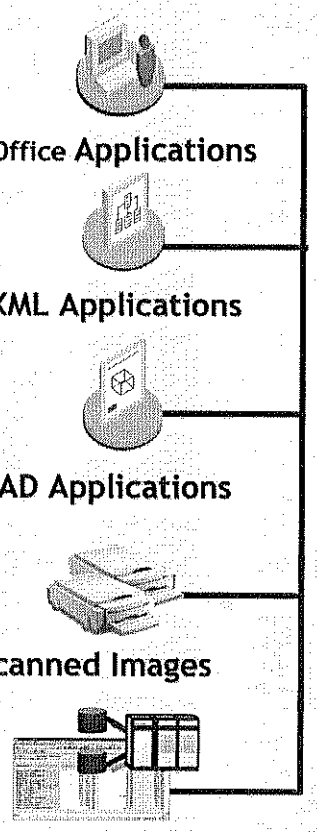
Provides Electronic Content Management software to effectively manage (your) business information through the application of (your) business rules and information management constructs to ensure the compliant capture, securing, reuse, storage, retrieval, navigation, and disposal of vital organizational information assets.

Turning Vast Amounts of Information into Tangible Assets

TOWER SOFTWARE

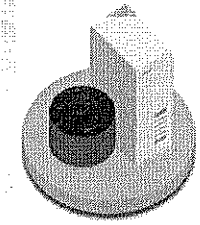
A Complete Lifecycle ECM Solution

Create / Capture



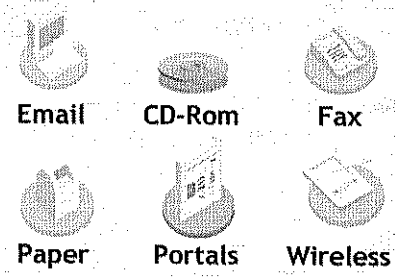
Manage & Share

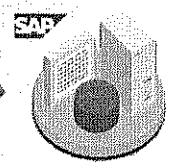
- Security and Audit trails
- Information sharing
- Library Services
- Version control
- Lifecycles and Workflows
- Renditions and Transformations
- Information in context
- Virtual Documents
- Retention and Disposition



TRIM Context Platform

Deliver / Archive





Enterprise Applications (ERP, CRM)

Archival / Storage

TOWER SOFTWARE

Document Management Software

- Check In / Check Out
- Custom Metadata
- Multiple User Interfaces
- Audit Trail
- Versions and Revisions

TRIM Desktop - Records - Document Content is 'DELL' - 13 Records Found

File Edit Search Tools Window Help

Document Cont | DELL

Shortcuts: Favorites, Records, Workflows, Locations, Classifications, Schedules, Thesaurus Terms, Saved Searches, Workflow Templates, Recent, Trays

Record Num...	Title	Container Title	Author	Date Created
07/5	Dell Fee Structure Information	Dell	Tysko, Autumn ...	1/26/2007 at 12:0...
07/6	Dell Monitors Purchase Agreement	Dell	Tysko, Autumn ...	1/26/2007 at 2:13 ...
07/7	Dell Server Lease Agreement	Dell	Gallagher, Mark...	11/2/2006 at 1:33 ...
07/8	Dell Non-Disclosure Agreement	Dell	Tysko, Autumn ...	1/29/2007 at 12:4...
07/9	Agreement for the Lease of 100 Dell Laptops	Dell	Tysko, Autumn ...	1/23/2007 at 5:54 ...
07/10	RECEIVABLES PURCHASE AGREEMENT	Dell	Tysko, Autumn ...	2/2/2007 at 1:58 PM
07/13	Non-Disclosure Agreement Template	Contract Templates	Tysko, Autumn ...	2/13/2007 at 12:3...

Title	Dell Monitors Purchase Agreement
Revision Number	1
Audit Events	Click to display
Record Number	07/6
Contract Type	Purchasing
Contract Value	$43,000.00
Vendor	Dell
Purchasing Contact	Susan Moore (303) 798-2234
Assignee	administrator since Friday, February 23, 2007 at 11:54 AM
Creator	administrator
Author	Autumn Tysko
Retention Schedule	D5.1 - Contracts Destroy 5 years after contract completed Destroy Triggers: Destroy 5 Years after Contract Expiration (User Defined)
Date Created	1/26/2007 at 2:13 PM
Date Registered	2/23/2007 at 11:54 AM
Notes	
Contract Start Date	Friday, December 15, 2006
Contract Expiration	Saturday, December 15, 2007
Number of Renewels	0
Renewel Date	
Container	-07/DELL: Dell

Properties | Preview | Revision

administrator | Corp | TOWERSE

TOWER SOFTWARE

Document Management Software

- 3 Pane View
- Built in Viewer
- Record Relationships
- MS Office Integration
- Email Integration
- Document Queues

TRIM Desktop - Records - Document Content Is 'AIIM' - 6 Records Found

File Edit Search Tools Window Help

Document Cont | AIIM

Shortcuts: Favorites, Recent, My Containers, Recent Documents, Trays

Record Num...	Title	Container Title	Author	Date Created
M07/4	TRIM Context Winner of AIIM E-DOC Mag...	2006 Press Releases	Gillie, Brad (Ap...	3/2/2007 at 5:34 PM
M07/34	Email Management - How to Succeed step b...	Marketing White Papers	Frank Cachia	3/2/2007 at 5:15 PM
M07/69	PharmaEdge Presentation	PowerPoint Presentations	Curtiss, Krista (...	1/26/2007 at 3:33 ...
M07/72	MER 06 Presentation	PowerPoint Presentations	Curtiss, Krista (...	5/19/2006 at 3:11 ...
M07/76	AIIM Records Management and IT - Bridging...	PowerPoint Presentations	Gallagher, Mark...	3/28/2006 at 8:57 ...
M07/81	ARMA ECM: Information to Knowledge	PowerPoint Presentations	Kris Brown	10/28/2006 at 3:1...

TRIM Context Winner of AIIM E-DOC Magazine ECM Suites 2006 Best of Show Award

Reston, VA — 23 May, 2006 — AIIM — The Enterprise Content Management (ECM) Association, announced TOWER Software's TRIM Context as the winner of the ECM Suites category of the AIIM E-DOC Magazine 2006 Best of Show Awards.

In announcing the award winners Bryant Duhon, Editor, AIIM E-DOC Magazine, said "As in past years, the judging among the many excellent products was close and competitive. The winners should be proud to bring superior technology to the ECM marketplace. These products exhibit technology excellence and an attention to the needs of organizations (large and small/private and public) across the globe."

Properties | Preview | Revision

administrator | Corp | TOWERSE

TOWER SOFTWARE

Microsoft Office and Lotus Notes Email Integration

Catalogs a copy of the current mail message as a record in TRIM Context

File Edit View Insert Format Tools Table Window Help Adobe PDF

New...
Close
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Exit

File Edit View Create Actions Help

Add Recipients
Archive
Send Memo to Database Manager
Synchronize Address Book
TRIM Tools
Upgrade Folder Design
Edit
Forward
Delete
Follow Up
Folder
Copy Into New
Chat
Tools
Lock Document
Unlock Document
View Options

Catalog Message (without attachments)
Catalog
Send Attachments to TRIM
Send Attachments to Offline Records
Display Folder Items
New TRIM Queue
Open TrimDesktop

Select From Record Types - All (All Creatable Elements)

Record Types

Name	Home Location	Owner Location
HSD Payment	Finance	Finance
Invoice	Finance	
Marketing Document	Marketing Depa...	Director of Mar...
Marketing Project Folder	Marketing Depa...	
Media	Records Manager	Records Manager
Meeting Packet	Clerk	administrator
Permit	Records Manager	
Report		Operations and ...
Sub Folder		
Well Log		

Name	Marketing Document
Home Location	Marketing Department
Retention Schedule	MK10.1
Disposition	Active
Owner Location	Director of Marketing
Number Pattern	KYY/GGGGG

OK Cancel Offline

Mail for Guido Tassot

Inbox
Drafts
Sent
Follow U
Junk Ma
Trash
Views
Folders
Tools

Follow Up on DEVDOMINO/TOWERDE

Preview

r the sixth consecutive year, KMWorld Rec
TOWER Software within its list of "100 Comp
Matter in Knowledge Management"

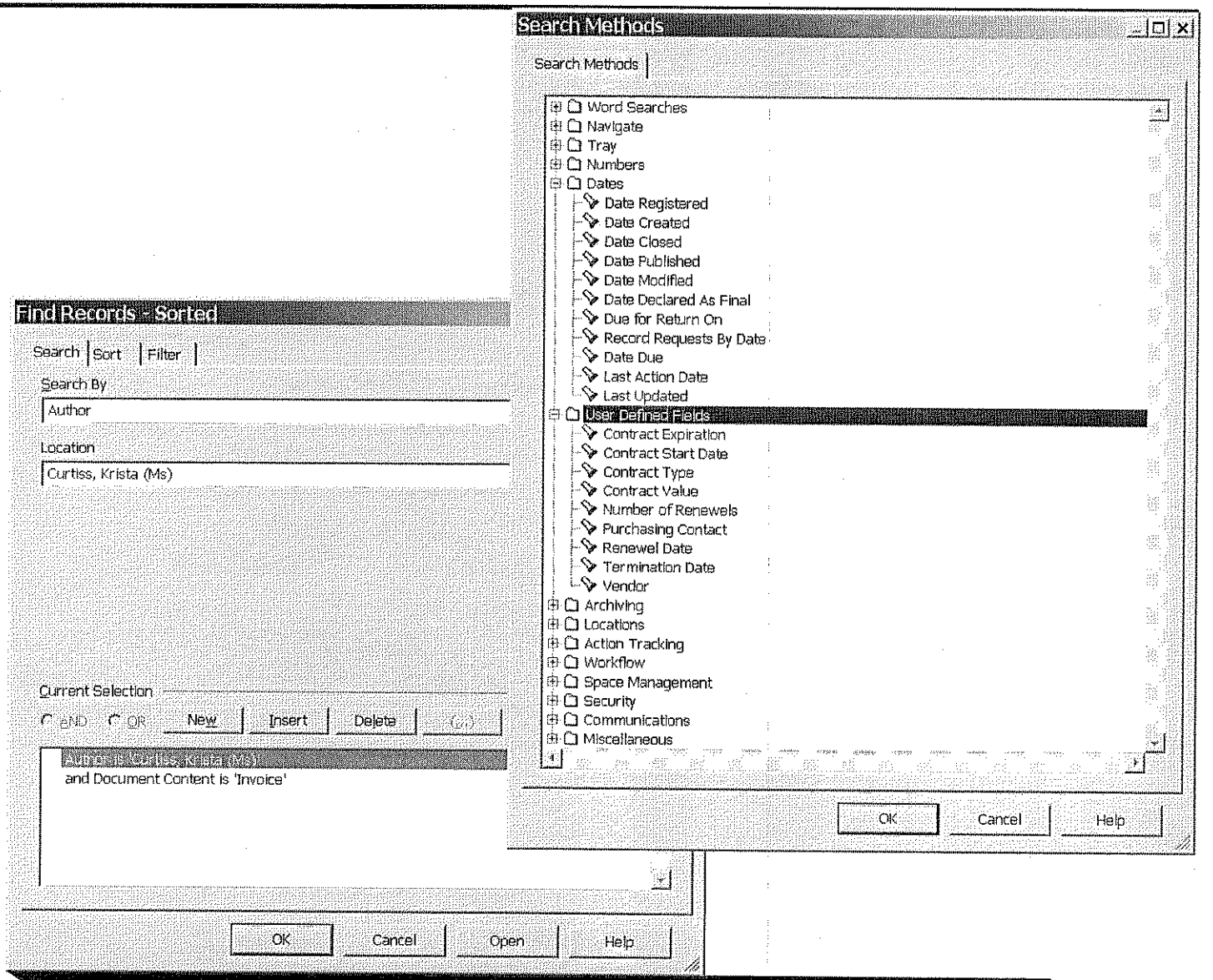
further extending the ECM capabilities of our award-winning TRIM C

Page 1 Sec 1 1/1 At 1.3" Ln 2 Col 51

TOWER SOFTWARE

eDiscovery via Document Management Searching

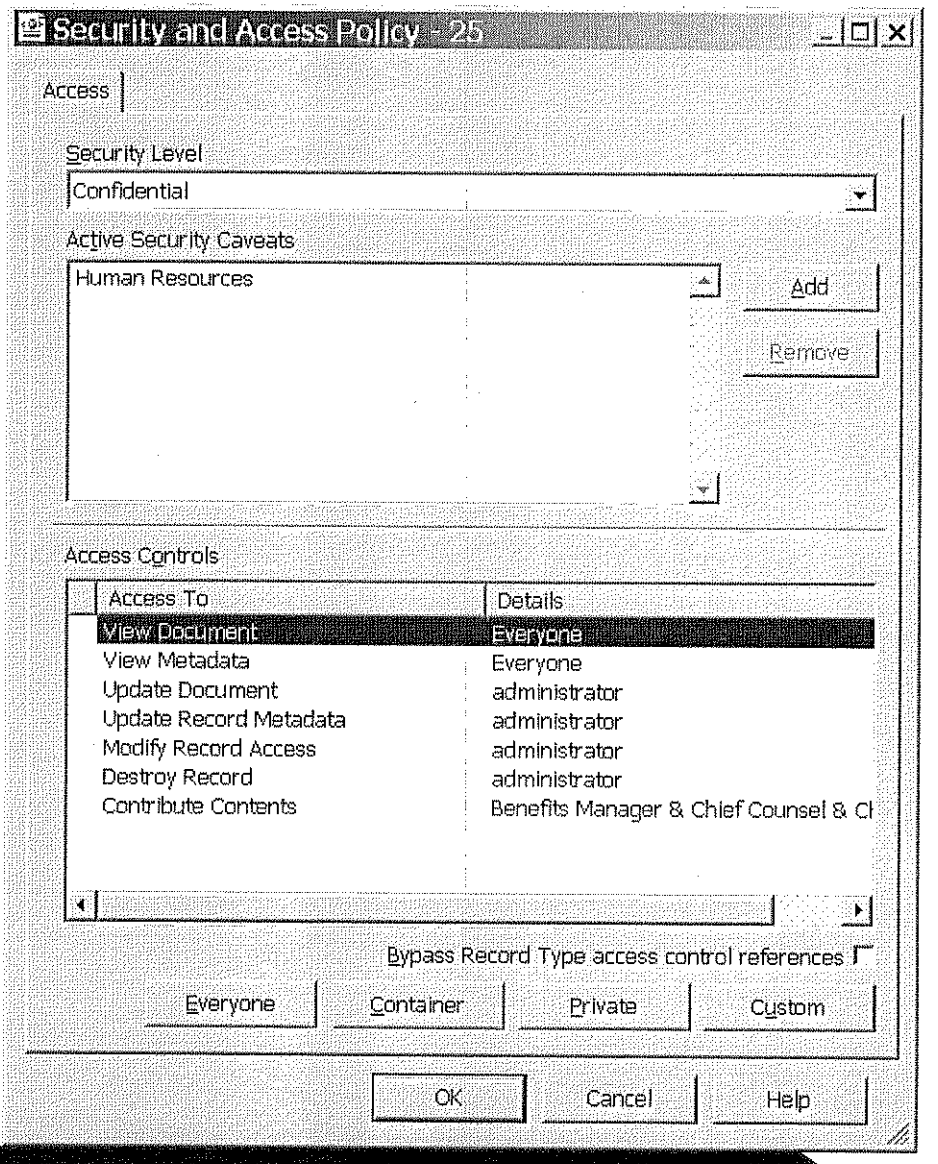
- Full Text
- Metadata
- Advanced Boolean Constructs
- Over 110 different search methods
- Saved Searches
- Quick Search



TOWER SOFTWARE

Document Management Security

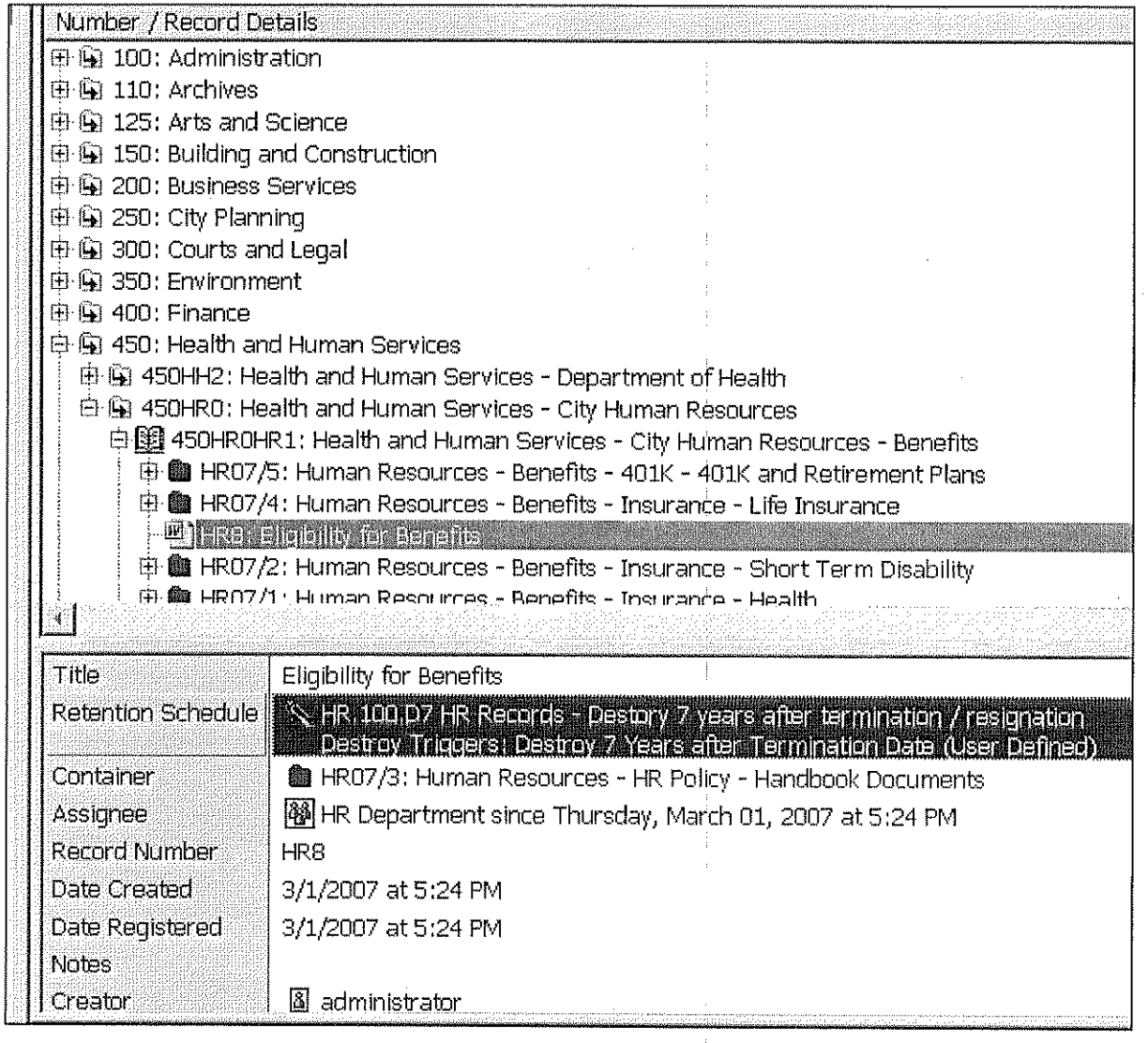
- Security Levels
- Security Caveats
- Access Controls
  - View Document
  - View Metadata
  - Update Document
  - Update Metadata
  - Modify Access
  - Destroy Document
  - Contribute Contents
- Applied at both Container and Document Level
- Audit Trail Tracks All Changes



TOWER SOFTWARE

Records Management with Retention & Disposition

- File Plan
- Classification
- Folders
- Retention Schedules
- Destruction and Transfers
- Record Audit
- Barcoding
- Physical and Electronic Records
- Any file type



TOWER SOFTWARE

Litigation and Legal Holds

- Multiple Holds Can be Applied
- Records Return to Regular Disposition and Retention when all Holds are Lifted

Select From Holds - All - 5 Holds Found

Holds

Hold Title	Contact	Active From	Active To
Audit	Office of the Presi...	1/1/2005	
Federal Tax Filings	Chief Financial Offi...	1/1/2007	
Grant Audit	Gable, Brad (Mr)	6/7/2007	
Legal	Chief Counsel	2/21/2007	
Legal Hold Smith Case	Grieg, Susan	6/29/2007	

Active From	6/29/2007
Active To	
Contact	Susan Grieg
Hold Title	Legal Hold Smith Case

OK Cancel Help

TOWER SOFTWARE

Physical Records Space Management

- Manage Physical Records Locations
- Capacity Tracking
- Location Tracking
- Requests and Holding Bays

TRIM Context

File Edit Search Tools Window Help

Document Cont

Boxes - All Boxes - 19 Records Found

Record Num...	Title	Date Created	Container Title
BOX-40...	Finance - Purchasing - Expired 2004 Contracts	1/1/2004 at 6:25 PM	
BOX-11...	Archives - Permanent - HQ Building Plans	2/23/2007 at 4:56 ...	
BOX-11...	Archives - Permanent - 1988 Legal Documents	2/23/2007 at 4:11 ...	
BOX-11...	Archives - Permanent - 1989 Legal Documents	2/23/2007 at 4:12 ...	
BOX-11...	Archives - Permanent - 1990 Legal Documents	2/23/2007 at 4:12 ...	
BOX-11...	Archives - Permanent - 1991 Legal Documents	2/23/2007 at 4:12 ...	

Title	Archives - Permanent - HQ Building Plans
Home Location	Warehouse 1, Floor 1, Row 12, Shelf 4, Slot 1 (Space)
Record Number	BOX-110AR30-0002
Home Space	Warehouse 1, Floor 1, Row 12, Shelf 4, Slot 1
Retention Schedule	PERM Keep Permanently

0 Years after Date Inactive

1, Row 12, Shelf 4, Slot 1 (Space) since Friday, Februa

nes Found | Boxes - All Boxes - 19 Records Found

administrator | Corp | TOWERSE

Space - 0001

General | Space Usage

Records currently allocated to lower level Spaces:

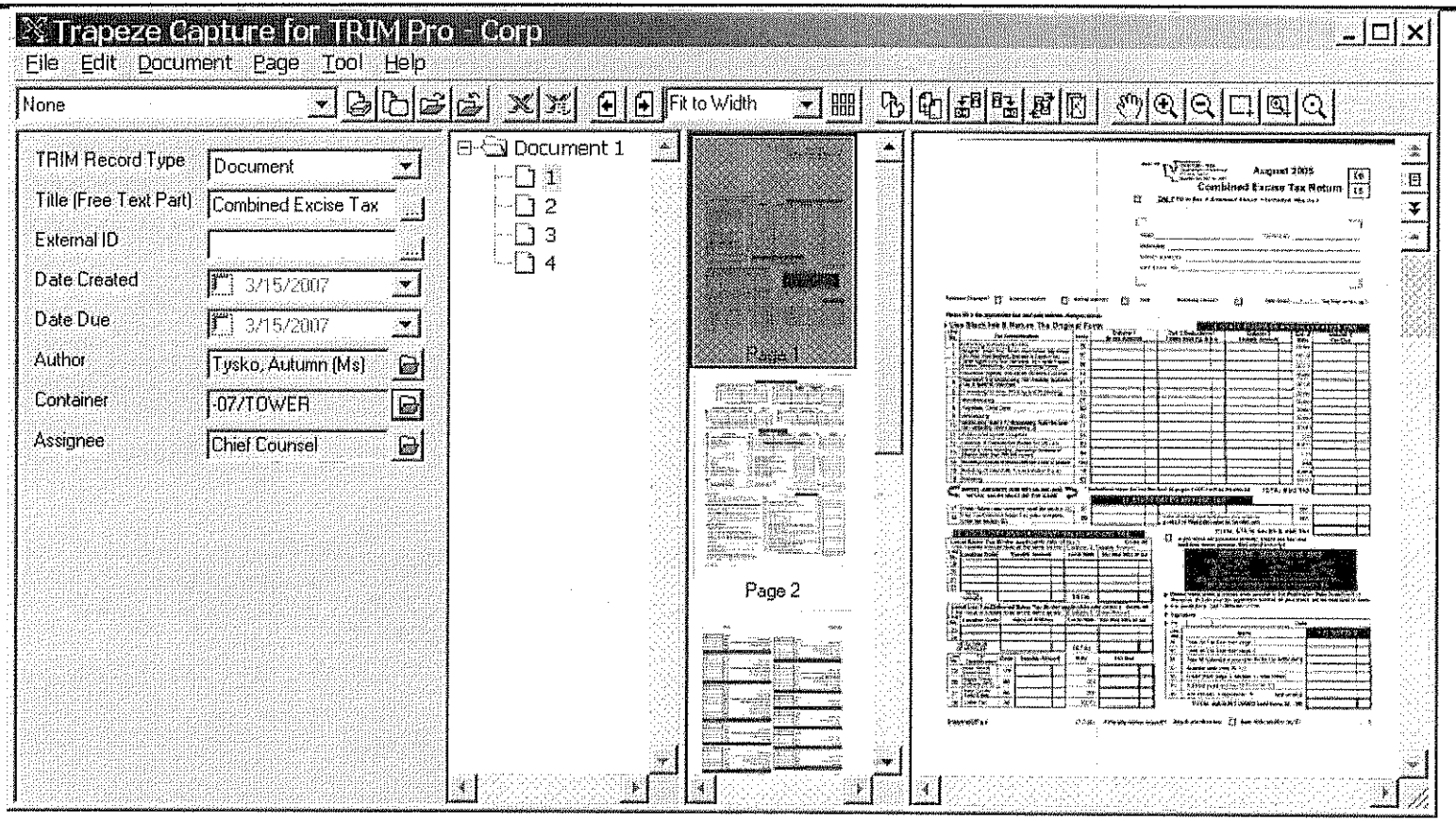
Total Capacity:	480
Remaining Space Available:	470
Total Records Allocated:	10
Records assigned to the Holding Bay:	
Records Allocated To Holding Bay:	0
Records Allocated To All Holding Bays:	0

Refresh

OK | Cancel | Help

TOWER SOFTWARE

Scan Paper with Advanced Records Imaging

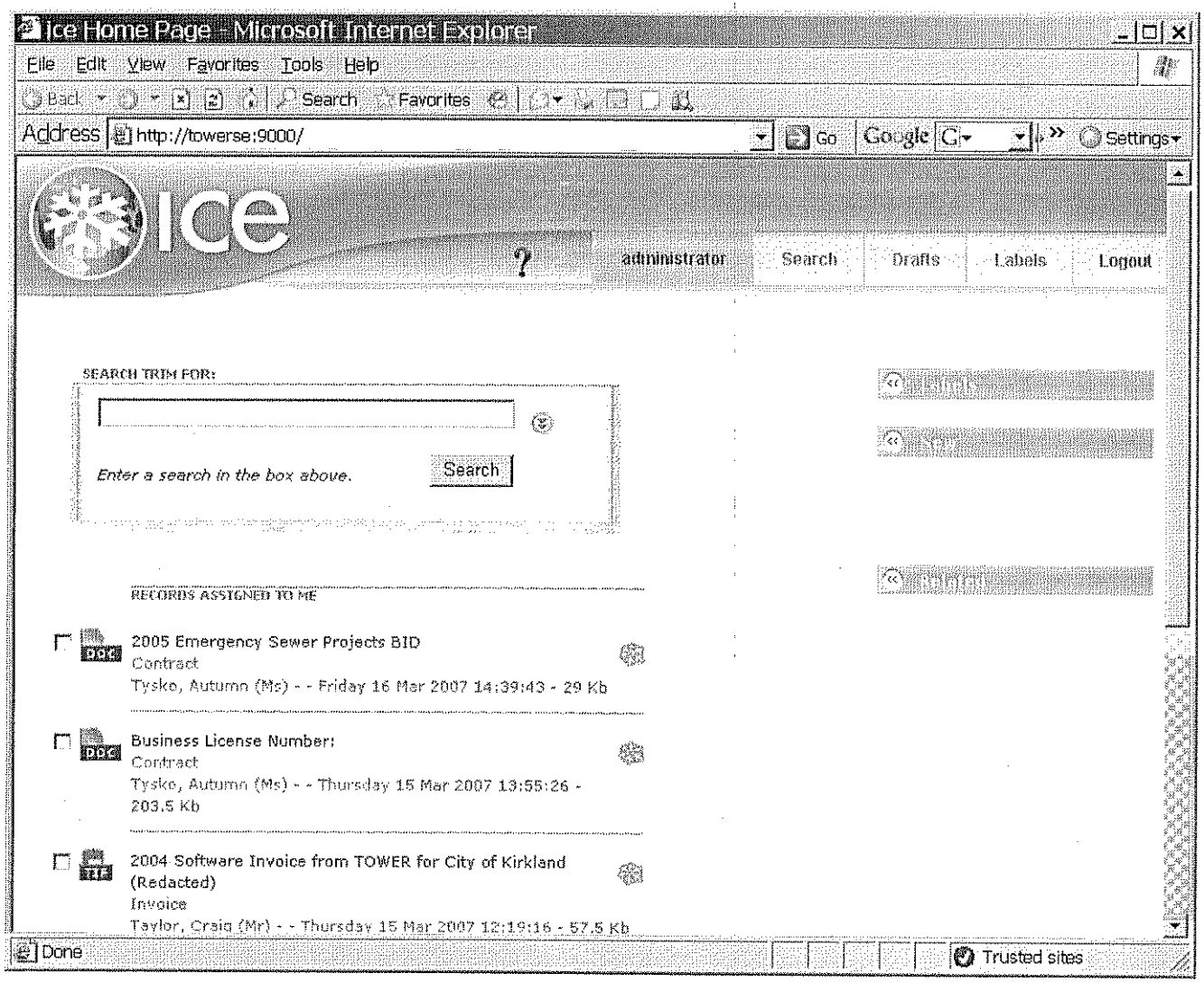


- Intelligent Scanning with Zonal OCR
- Auto Fill Profiles (metadata)
- Annotations
- Redactions
- Batch

TOWER SOFTWARE

Web Access for Records Internally

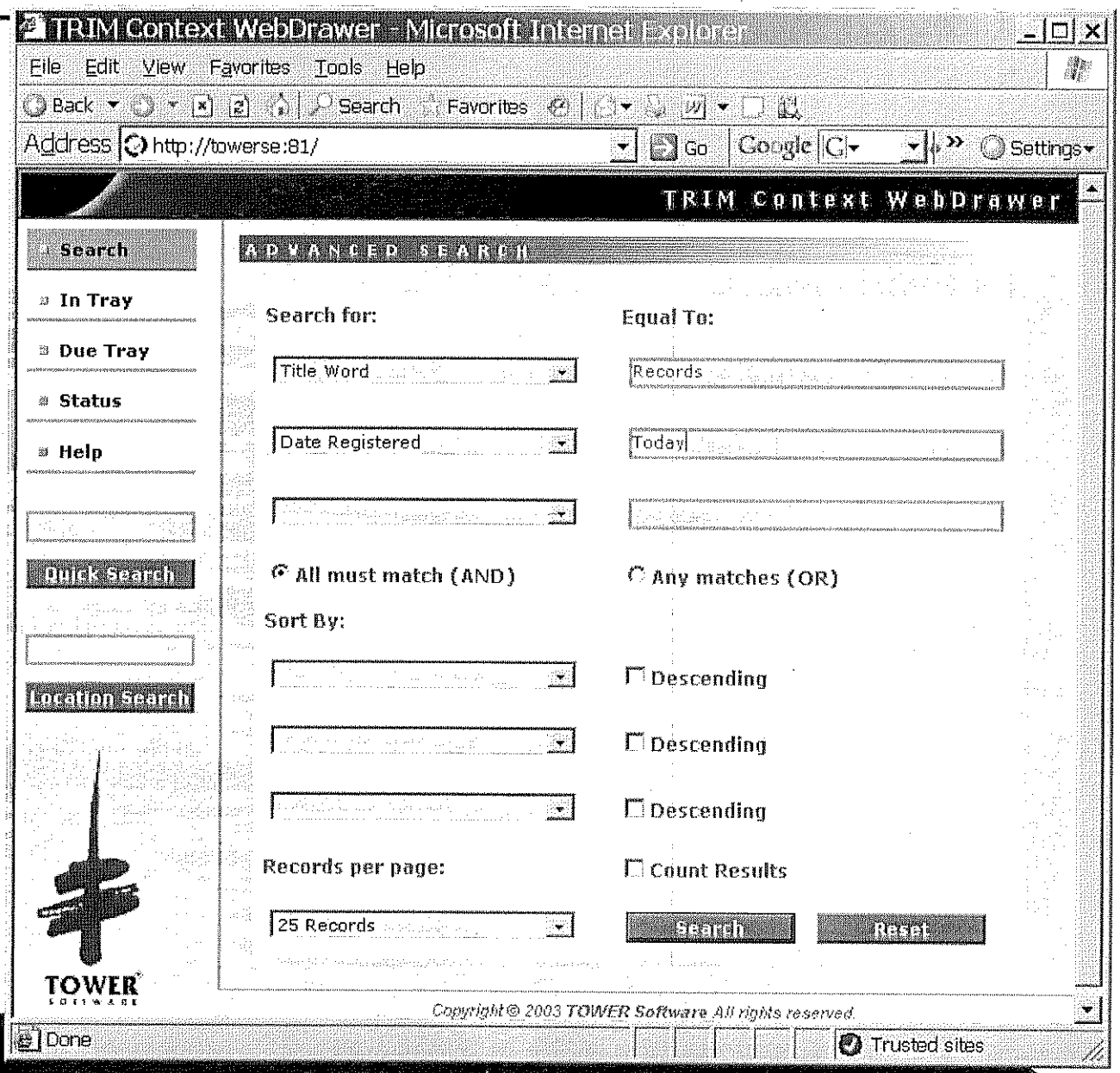
- Internal Web Access
- Customizable Interface
- Customizable Functionality
- Zero Footprint



TOWER SOFTWARE

Searchable Public Web Access

- Public Web Access
- Login or Anonymous
- Customizable Interface
- Customizable Functionality
- Zero Footprint



TOWER SOFTWARE

Web Publishing to Website

- Automatically publish to your website at no additional cost

Documents for Public Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address C:\Documents and Settings\Administrator\My Doc Go Google Settings

2007 County Board Minutes

To read the minutes from a meeting, press on the appropriate date in the months below. Note: all files are in Adobe PDF format and require Acrobat Reader to view them.

Documents for Public Access

52

Title Sarpy County Board Minutes 04102007
Date Created 5/2/2007 at 1:44 PM

51

Title Sarpy County Board Minutes 04032007
Date Created 5/2/2007 at 1:44 PM

50

Title Sarpy County Board Minutes 03272007
Date Created 5/2/2007 at 1:53 PM

49

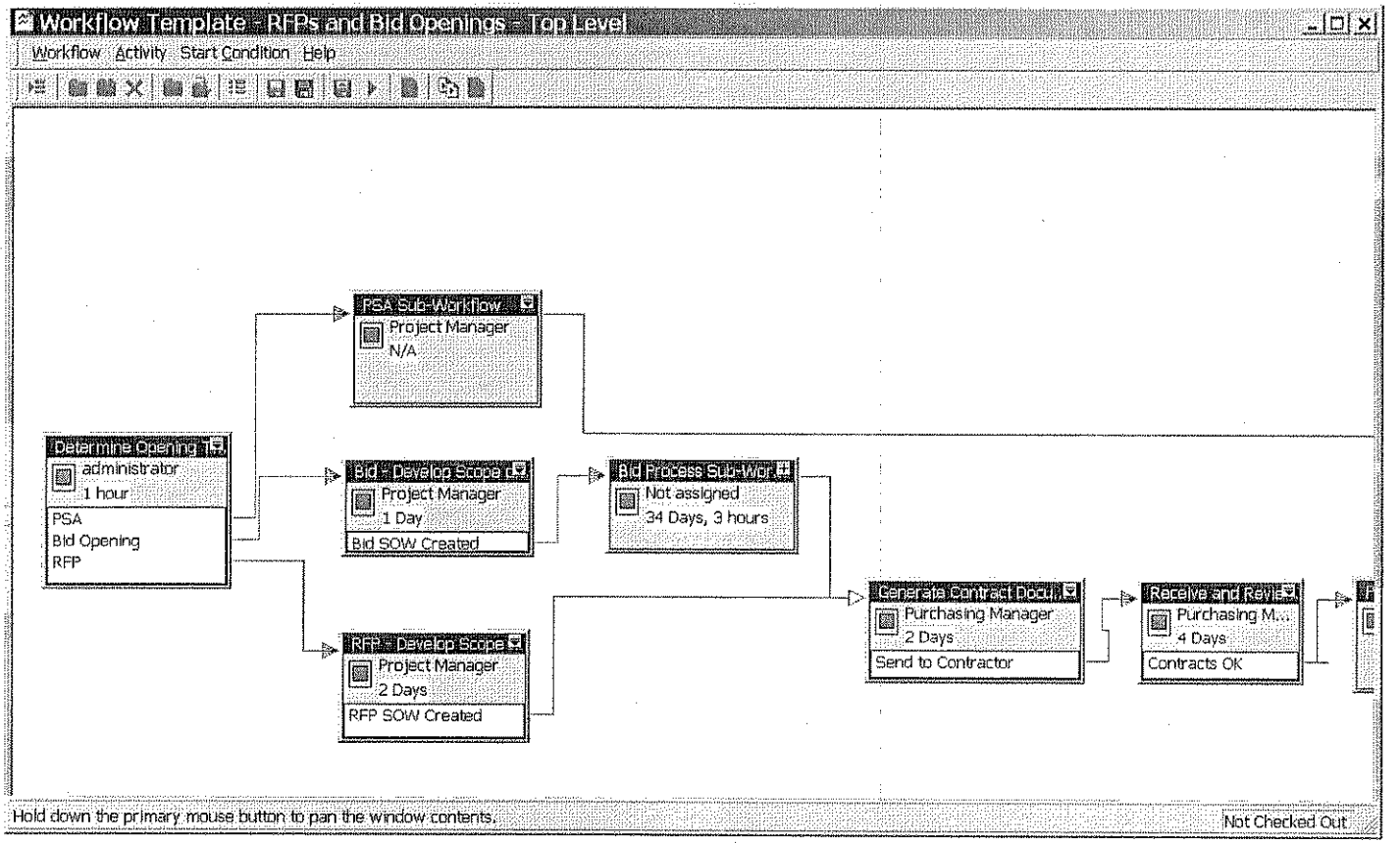
Title Sarpy County Board Minutes 04172007
Date Created 5/2/2007 at 1:44 PM

Done My Computer

TOWER SOFTWARE

Records Workflow

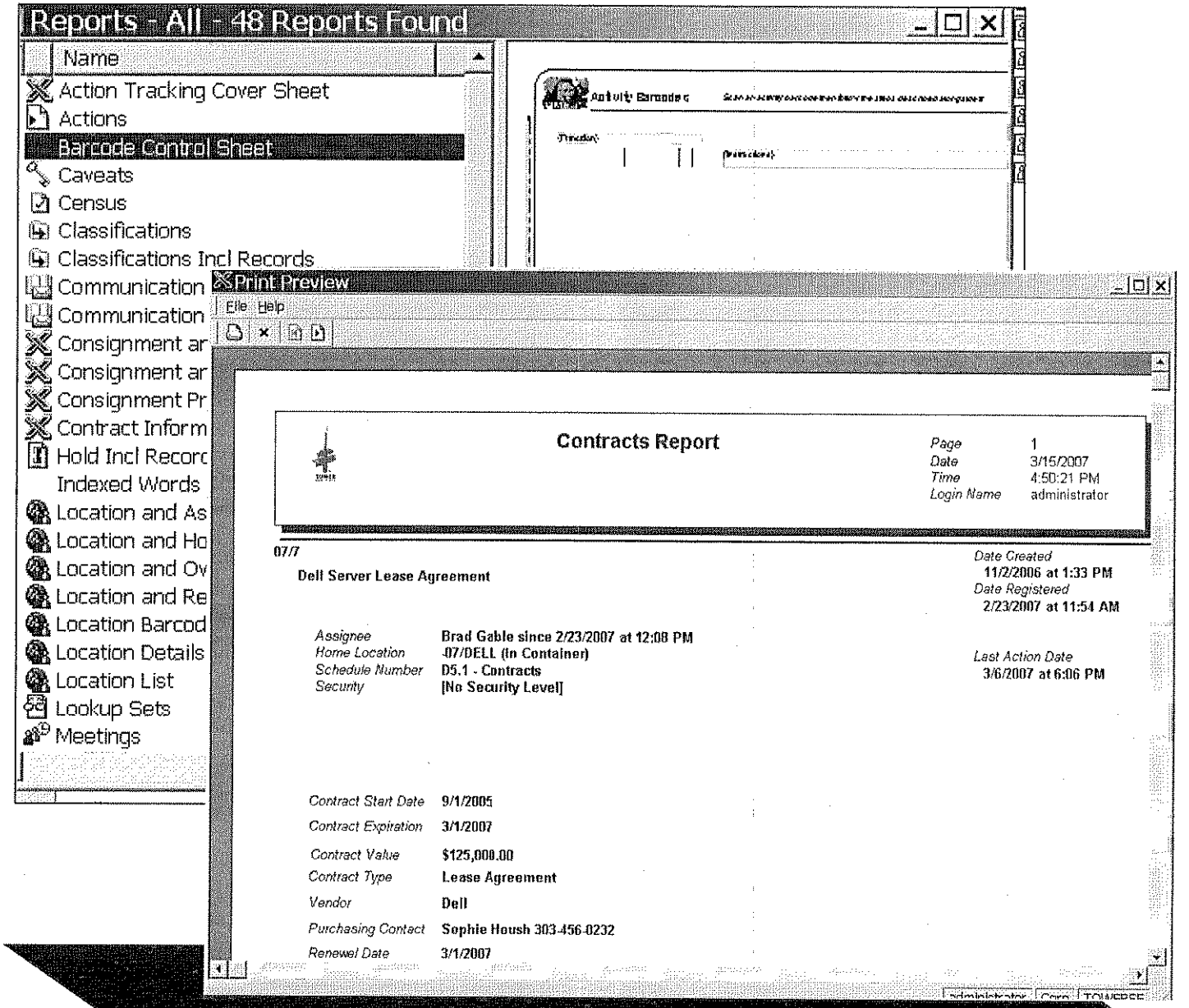
- Graphical Workflow Designer
- Multiple Documents
- Multiple Paths
- Sub Flows
- Escalations
- Role, User or Group Based
- Automatic Launching
- Email Notifications



TOWER SOFTWARE

Records Reporting

- Selection of Provided Reports
- Layout and Content Designer
- Statistical and Web Reports



TOWER SOFTWARE

Extensibility and Usability of TRIM Context 6

- Provides for easy and powerful configuration (customization) of the system
- Depth and stability of the product has been proven at sites small to large
- Provision for easy integration to existing systems allows TRIM Context 6 to act as the repository for all business documents and files

TOWER SOFTWARE

Future for TRIM Context 6 at Lancaster County

- Users will capture documents directly from their computer desktops
- Increased use of electronic imaging for paper documents
- Capture and management of E-mail messages into the TRIM system
- Security of access to sensitive information
- Controls built into the software allow high and low security documents to co-exist while maintaining appropriate access
- Multiple screening techniques for controlling access to information
- Public access to appropriate documents a part of the system

TOWER SOFTWARE

Keys to Future Success

- Continued support and direction by the Lancaster Board
- TRIM will provide the following to maintain the support of the board:
  - More accessible, easily shared, secure records
  - Increased user productivity reducing internal costs
  - Search capabilities, both metadata and text, allow for quick and accurate retrieval of information reducing mistakes and embarrassment

- TRIM Context 6 will allow Lancaster County to address:
  - Public Information Requests
  - Discovery Requests
  - Subpoenaed Information
  - Knowledge sharing by subject matter experts

TOWER SOFTWARE

Additional Benefits

- TRIM Context 6 is a Commercial off the shelf (COTS) product which will decrease reliance on locally developed applications with high development costs and ongoing usage charges.
- Microsoft compliant Windows server system can reduce mainframe application costs
- Future implementation of a public access portal to information stored in the TRIM Context system can provide constituent access in accordance with Lancaster County policies at a low cost

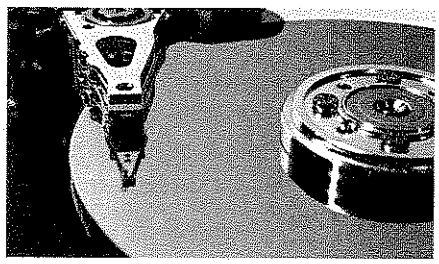
TOWER SOFTWARE

B

TOWER SOFTWARE

CASE STUDY

Georgia Archives: Implementing an Electronic Document and Records Management System



In 2005, the Georgia Archives received a National Historical Publications and Records Commission grant to support the creation of new policies, procedures, and processes for the online transfer of permanent electronic records to their institution. As part of that grant, a commercial-off-the-shelf records management software application was deployed to facilitate the acquisition of permanent items from the clemency case files of Georgia's State Board of Pardons and Paroles, their grant partner.

At a Glance

Customer
Georgia Archives Records Management State Board of Pardons and Paroles

Objective
To gain greater control of and access to the electronic records of the state of Georgia.

Solution
Implementation of TOWER Software's TRIM Context improved accountability , compliance, efficiency, and productivity of the staff

Results
Installation and configuration of software on servers and user desktops took a total of five days.

Solution

Installation of a records management software application would streamline and improve business processes at Pardons and Paroles. Installation of such an application would also aid in responding to requests made under the Georgia Open Records Act. Content indexing and other advanced search capabilities offered by records management software would ease the process of finding specific records, including e-mail.

At the time of the award the Archives had already deployed a records management software application: TOWER Software's TRIM Context. TRIM is fully compliant with DoD 5015.2, the Department of Defense's—and the State of Georgia's—formal standard for records management applications and, as such, was deemed appropriate for use at the Board of Pardons and Paroles.

Grant project staff selected a single record series, the Felony and Misdemeanor Case File, as the initial focus of the project. The case file was chosen because of the sheer volume of records currently accumulated, the difficulty of purging files of unwanted material, and the lack of standard metadata. It was expected that the use of the TRIM Context application would facilitate solutions to these problems and experience with this series would provide insight into problems that might be encountered in subsequent series.

Implementation

TRIM Context was fairly straightforward to set up. TRIM features a multi-tier server-client architecture. The TRIM Client application was installed on a number of users' desktops, and Server components we installed on an agency server. A primary database, in this case Oracle, stores all record metadata.

The electronic portion of the records themselves may be stored in a file system directory, an FTP store, or a third party object store such as IBM's Content Manager. For this deployment, a file system directory (UNC path) was used. Grant project staff and a TOWER Software representative completed installation and initial configuration of the TRIM Context solution in five days. Major tasks for the installation were the configuration of the TRIM software and a database migration from the previous Lotus Notes environment of some 435,000 case file

names and numbers. For this task TRIMPort import/export utility, which is included in the software package, was used. Users were assigned accounts and security levels to ensure confidentiality standards were met. Record types were created to reflect the records currently in use in the department.

> ***"TRIM Context has proven itself very well in our application. It has helped us to reduce our dependency on paper which has allowed to gain efficiencies without compromising access to the critical information required for clemency consideration."***
>
> *Walt Davis, Director, Clemency Division*
> *State Board of Pardons & Paroles.*

Benefits after System Implementation

Accountability
Reducing risk by identifying accounting for the actions of users in the agency

Compliance
Helping the organization to retain and quickly retrieve official records

Productivity
Saving time and money by streamlining business processes

Efficiency
Preventing unnecessary duplication of efforts by centralizing records access and control

The Future

The TRIM installation is expected to expand to other records and record types once users become comfortable with the system as applied to the felony and misdemeanor case files. The project has also heightened interest in records management applications in other government agencies, an encouraging development that bodes well for the future of electronic records management in Georgia state and local government.

"As we continue to develop more use of electronic processing we plan to use the workflow capabilities as well." says Walt Davis Director, Clemency Division, State Board of Pardons & Paroles.

Keys to Success

Proven solution – Selection of a proven software solution already in use at the Georgia Archives made the process of installation and configuration considerably less difficult than might have been expected.

Invest in staff training - A TRIM representative spent three days providing training to Pardons and Paroles and Archives staff. The first day of training was reserved for end-users; the second and third days were devoted to training for TRIM administrators. These training sessions will be augmented by TRIM Context users' ongoing familiarization with the software package.

Plan ahead – Prior to the installation of TRIM, representatives of the Archives and the Board of Pardons and Paroles met to consider the necessity of changes to existing records retention schedules. The introduction of records management software allows the creation of separate record types and individual retention periods for each document or subset of documents within the case file. Formal identification of the various documents during a series of meetings facilitated the creation of separate TRIM record types, as well as new agency specific retention schedules.

Source: http://www.sos.state.ga.us/archives/who_are_we/rims/digital_History/print_docs/TRIMCaseStudyFinal.pdf

TOWER SOFTWARE
www.towersoft.com/na

Retention Schedule Listing

Schedule	Title	Source
123-03-05	EQUIPMENT & SUPPLY PROCUREMENT RECORDS	

Notes May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.

ORIGINAL: Responsibility of City Clerk's Office/Finance Department.
DIVISION COPY OF ACCEPTED BIDS AND RELATED INFORMATION: Dispose of 5 years after fulfillment of contract provided audit has been completed.
DIVISION COPY OF REJECTED BIDS: Dispose of after 2 years provided audit has been completed.

Classification Listing

Classification Number	Classification Title
1	Lancaster County
Retention Schedule	
1-01	Lancaster County - County Commissioners
Retention Schedule	
1-01-01	Lancaster County - County Commissioners - Correspondence
Retention Schedule	
1-01-01-01	Lancaster County - County Commissioners - Correspondence - Administrative
Retention Schedule 24-01-36-04	
1-01-01-02	Lancaster County - County Commissioners - Correspondence - General
Retention Schedule 24-01-36-03	
1-01-01-03	Lancaster County - County Commissioners - Correspondence - Grant Correspondence
Retention Schedule 24-01-36-03	
1-01-02	Lancaster County - County Commissioners - Reports
Retention Schedule 24-02-14-B	
1-01-03	Lancaster County - County Commissioners - General Assistance Opinions
Retention Schedule 12-07-11	
1-01-04	Lancaster County - County Commissioners - Attorney Opinions
Retention Schedule 24-02-15	
1-01-05	Lancaster County - County Commissioners - News/Press Release
Retention Schedule 24-02-26	
1-01-06	Lancaster County - County Commissioners - Complaint File
Retention Schedule 24-02-29	
1-01-07	Lancaster County - County Commissioners - Audit Reports
Retention Schedule 24-01-01	
1-01-08	Lancaster County - County Commissioners - Monthly Financial Statements
Retention Schedule 24-01-09	

1-01-01-02-5338

Date Registered
8/28/2007 at 8:11 AM

Lancaster County - County Commissioners - Correspondence - General - E-mail from Rodney and Nancy Johnson .To Larry Hudkins re. drag strip in disguise.

Notes E-mail from Rodney and Nancy Johnson .To Larry Hudkins re. drag strip in disguise.

Contact	Type	Organization	Phone Number	Primary Contact
rodmj	Author			Yes

1-01-01-02-5340

Date Registered
8/30/2007 at 11:23 AM

Lancaster County - County Commissioners - Correspondence - General - Letter to Bob Workman, Chair, from Terry Keebler, Johnson County Commissioner. Soliciting support of Keebler running for the position of the Southeast District Representative on the NACO Board of

Notes Letter to Bob Workman, Chair, from Terry Keebler, Johnson County Commissioner. Soliciting support of Keebler running for the position of the Southeast District Representative on the NACO Board of Directors.

1-01-01-02-5341

Date Registered
8/30/2007 at 11:25 AM

Lancaster County - County Commissioners - Correspondence - General - Letter from David Shively, Election Commissioner. Reappointment of Maura Kelly Tolzin as Chief Deputy Election Commissioner for a 4 year term beginning September 7, 2007.

Notes Letter from David Shively, Election Commissioner. Reappointment of Maura Kelly Tolzin as Chief Deputy Election Commissioner for a 4 year term beginning September 7, 2007.

1-01-01-02-5344

Date Registered
8/30/2007 at 11:40 AM

Lancaster County - County Commissioners - Correspondence - General - Letter to Kelly Morgan, Sinclair Hille Architects. NDOR Project No.: STPB-55 (150) Control No. 12735. Jamaica North Trail with billing and County payment voucher in the amount of $578.85.

Notes Letter to Kelly Morgan, Sinclair Hille Architects. NDOR Project No.: STPB-55 (150) Control No. 12735. Jamaica North Trail with billing and County payment voucher in the amount of $578.85.

1-01-01-02-5351

Date Registered
8/30/2007 at 1:44 PM

Lancaster County - County Commissioners - Correspondence - General - Letter from Thomas Smith, Smith Hayes Financial Services Corporation. Upcoming County Bond Issues for the Event Center. Would like a Request for Proposal.

Notes Letter from Thomas Smith, Smith Hayes Financial Services Corporation. Upcoming County Bond Issues for the Event Center. Would like a Request for Proposal.