

THE CITY OF INDIAN HARBOUR BEACH



The City of Indian Harbour

Beach utilizes *OurLibrary* Document Management

"The City of Indian Harbour Beach is extremely pleased with *OurLibrary* — a user-friendly yet highly effective and efficient system. Each day, additional uses are employed by our personnel in their day-to-day work effort."

Jackie Burns
City Manager

The City of Indian Harbour Beach installed *OurLibrary* during March 2002. Many departments of the City benefit from the electronically stored documents, as follows:

- An administrator in the Police Department can search and view the accounts payable records. When a vendor calls to inquire about a payment, the questions are often answered during the initial call.
- If an injury occurs, the Recreation Department can quickly determine the emergency contact for anyone registered in a sponsored activity.

The City Clerk can search the minutes of City Council meetings to identify the minutes when a specific topic, such as "marina" was discussed. Searching these minutes electronically requires only a few second to locate the desired documents.

After two years of use, this document management system presently stores 60,000 documents. City Council minutes for the past 10 years are available on this server.

Equipment:

- Dell PowerEdge Server
- DVD Recorder
- Two Kodak Scanners—i50 and i60
- *OurLibrary* Document Management Software

