



Funding Opportunity

Date:	December 1, 2020
Funding Program:	COVID-19 Safe Restart Grants for Local Governments
Broad purposes as stated in the funding program description:	Computer and other electronic technology costs (to improve interconnectivity and virtual communications)
Proposal:	Finance Department Digitization & Digital Records Retention
What service will this application benefit?	All Cariboo Regional District functions, as all functions require services from the Finance Department.
Who are the service participants?	All CRD departments. Initially the Finance Department, then the records retention processes developed can be rolled out Organization wide.
Are we ready to proceed?	This project will compliment the records management project already in place and can be started ASAP. This project will utilize a lot of software currently in place in the CRD, one piece of software is required which is the main expense of this project.
Does the proposal fit within the Board's Strategic Plan or the annual Business Plan?	2.1.2 – Will develop processes to run virtually in case of emergency where there will be no gap in operations. 2.4.4 – This proposal will utilize current Laserfiche user licenses and set a standard for efficient records management/workflows Organization wide.
What are the capital implications of the proposal?	\$46,550, see attached working paper.
What are the short, medium and long term operations implications of the proposal?	Short Term – There will be time requirements from Finance, IT and Admin to develop policies, procedures and workflows along with the requested costs noted above. The Finance department will be used to test out the rollout of the project and there will be some errors and lessons learned, which is best used in a small department.

	<p>Medium Term - Rolling out the digitization process organization wide and converting all records and management processes in Laserfiche.</p> <p>Long Term - CRD will be a standard setter for digital records retention.</p>
Are there implications to property taxation for the service?	None. After capital costs, incremental operating costs are minimal (software license). This will be offset by reduced courier/postage, storage and operating supply costs.
Does the proposal clearly fit in the guidelines of the funding program?	Implementation of this project increase virtual communications and improve interconnectivity throughout the Cariboo Region.
Proponent:	Kevin Welsh, Manager of Financial Services
CFO:	
CAO:	