

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CAR (ROV)		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	EMAIL
TITLE OR SUBJECT OF COST SAVING IDEA Electronic transmission of documents		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) Requests for copies of documents are constantly submitted by the public, or from other agencies, companies, and among County departments. Documents may have to be copied then sent or provided upon request in person. Email requests may require a scanner but if this is not available, making and sending a hard copy may be the only option. This has costs such as paper, staff time, postage.		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) At ROV, we recently discovered a function of our Sharp copier (that was never showed to us by the vendor or other IS expert at the time of installation) that allows us to scan documents using the copier which automatically converts it to a PDF and emails it to a pre-programmed address. It has dramatically decreased the amount of time needed to send documents to people who request them and eliminated need to make hard copies. Each County department should ensure they have and use this function. To maximize the benefit, all records request forms should promote and encourage the use of electronic request and transmission of documents. As staffing of customer service counters decreases with inevitable reductions in staff, orders may not be filled upon demand thus allowing someone to submit a request and not have to wait, or submit requests electronically. Email allows a record of what was sent in addition to time stamp and record of receipt (like the USPS but for an additional charge).		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) Cash: paper, ink, postage (esp. given some regulated limits on what can be charged "per page" for documents that may not cover actual cost of providing copies) Equipment: eliminates need for additional equipment like scanners Human resources; staff time		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA Legal; public records requests requirements; access (must PDF be accessible to visually impaired if this format is specifically requested?) Other: electronic file size could exceed email capability; ISD issues related to increased email traffic/storage needs;		

Send to _____, at CAO's office