



Nothing can stop us - smoothing the road to great records storage!

LASERFICHE RECORDS MIGRATION & DIGITIZATION

Strategic Plan Goals ~2.1~2.2~5.3~5.4~5.5~

Laserfiche will eliminate offsite record storage, create accessibility to CBS records, and automate retention and disposal. This helps us meet the goal to limit the number of locations records are stored at, gain full inventory, and decrease liability.

CURRENT STATUS

We continue to make significant progress across all areas of records management:

ELIMINATE OFFSITE RECORD STORAGE

COMPLETE!

After nearly 20 years of off-site storage, CBS received its final invoice in November and officially vacated the records center! Thanks to Deputy Municipal Clerk Jess Earnshaw and records consultant Megan Gregor for their hard work in updating retention schedules, reviewing records, indexing for scanning, and identifying what to destroy or keep. Great job!



SCANNING PROJECT PROGRESS

This summer, we shipped 49 boxes to Raycom, the trusted scanning company used by the Alaska State Archives and Department of Corrections. That project was completed in October! All scanned records will be directly imported into CBS Laserfiche software, securely stored, and accessible to anyone with log in credentials, and from anywhere!

LASERFICHE CLOUD MIGRATION & UPGRADE

We're in the process of migrating our Laserfiche system to Laserfiche Cloud, with the goal of having it live by the end of the year. However, to minimize disruptions—especially since the Finance Department relies heavily on Laserfiche—the process has taken longer than planned. We're working carefully to ensure a smooth transition without affecting daily operations.

ELECTRONIC CONTRACTS PROCESSING

CBS Assistant Municipal Clerk Holley Bayne, consultant Megan Gregor, and a group of employees are working to implement an electronic contract approval process. The goal is to store all city contracts in Laserfiche with an intuitive folder structure for easy access.



LOTS OF RECORDS WERE SORTED THROUGH... ONE BY ONE, THEY GOT IT DONE!

FUTURE MILESTONES

RECORDS MANAGEMENT GOVERNANCE

Next quarter, we aim to implement two key records management policies: the Transitory Documents Policy and the Records Retention and Disposition Policy. In addition, with support from the Municipal Attorney and our records management consultant, we'll update the retention schedule to align with current federal, state, and local regulations. These efforts are designed to ensure compliance while also promoting transparency and accountability in managing public records.

SITKA GENERAL CODE LEGAL REVIEW

STRATEGIC PLAN GOALS ~2.1~5.3~5.4~

In 2022, the Legal Department and Municipal Clerk's Office identified need for a legal review, reorganization, and re-codification of the Sitka General Code (SGC).



CURRENT STATUS

The reorganization and re-codification portions were completed in February 2024. The legal review was put on hold until the position of Municipal Attorney was filled.

FUTURE MILESTONES

With our new Municipal Attorney on board, we'll restart this project in the new year. The Legal Department and Municipal Clerk will develop a plan to meet with departments on code amendments based on Code Publishing's legal review, aiming for completion by late 2025 or early 2026.

Welcome onboard, John!



SITKA GENERAL CODE PUBLIC RECORDS / RECORDS MANAGEMENT

CURRENT STATUS

The Municipal Clerk and Records Management Consultant, Megan Gregor, will begin work on combining and updating SGC 1.20 "Public Records" and SGC 1.21 "Records Management".

FUTURE MILESTONES

A combined version of SGC 1.20 "Public Records" and SGC 1.21 "Records Management" is expected to be complete mid-2025.

SITKA WORK CULTURE PROJECT

Strategic Plan Goals ~2.1~5.2~5.5~

In April 2024, the Sitka Work Culture project started (with Brenda Viola) with a goal to develop a foundation for improving work culture. Her contract ends 12/31/24, but she's done a lot in just over half a year.

CURRENT STATUS

Lunch & Learns have been offered to staff monthly, AHOD meetings held monthly, a Shout Out Teams Channel and Shout Out Boxes developed for staff to recognize each other, and a Culture Club has been formed with staff from various departments.

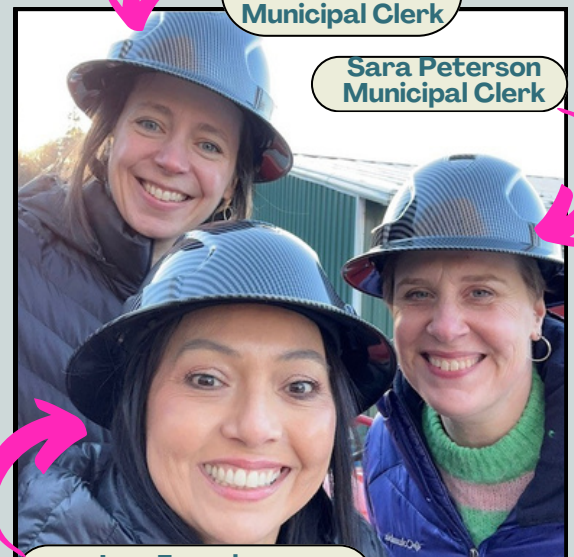
FUTURE MILESTONES

Monthly AHODs will continue with Department updates and staff recognition, the Culture Club will plan staff events (goal is quarterly), Shout Out process to be streamlined with the goal to include in employee files, and an employee of the year process is a goal to develop according to rules and guidelines.

CLERK'S OFFICE

Holley Bayne
Assistant
Municipal Clerk

Sara Peterson
Municipal Clerk



Jess Earnshaw
Deputy Municipal Clerk

PUBLIC RECORDS REQUESTS

SEPT: 5 SPD / 1 OTHER OCT: 9 SPD / 3 OTHER NOV: 5 SPD / 7 OTHER