

# Document Management for Local Government



Protect documents, archive them and provide efficient access to public records

Setting the standard in local government document and records management, DocuSoft-ng helps government agencies around the world meet the challenges of the 21<sup>st</sup>-century public service.

Consider growing workload. Responding to demands for instant access to public records. Keeping those records secure. Maintaining archives of maps, drawings and providing access to engineers and emergency personnel.

## **DocuSoft (Nig) Limited** Document Management Solutions:

- Find Information Faster
- Protect Documents and Records
- Improve Access to Public Records
- Secure Documents
- Enforce Restrictions on documents

Electronic records management is an aspect of the computer revolution which tends to be under-appreciated by the general public, and even by many librarians and information scientists

# Universal Accessibility and Long – Term Records Preservation

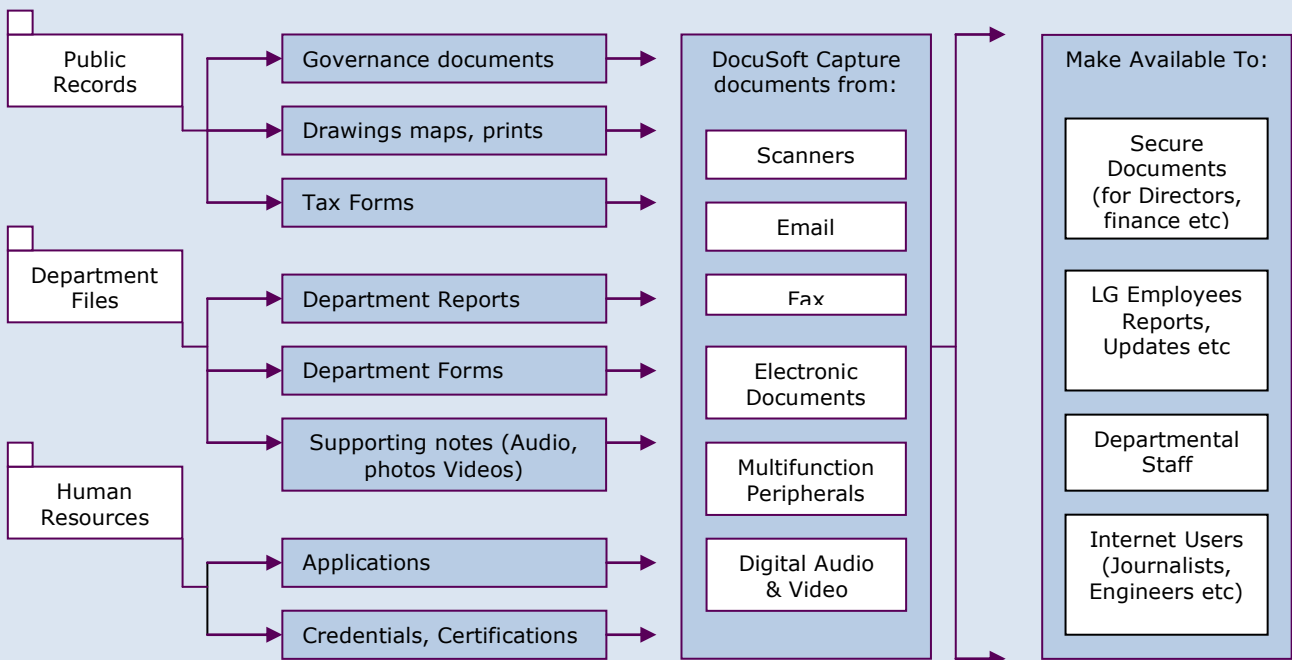
## Local Challenges

- Hours spent responding to public information requests
- Time-consuming document retrieval from records rooms and off-site storage
- Administering complex records retention, accession and destruction procedures
- Manual Compilation, approval and distribution of process workflow
- Challenges of preserving public records for the future
- Difficulty controlling access to and distribution of sensitive records

## The DocuSoft-ng<sup>®</sup> Approach

- Easy, secure Web Publishing to save time and Labour
- Instant document retrieval to improve productivity
- Simplified, consistently enforced records policies organisation-wide
- Secure reliable archiving on CDs, DVDs or other media
- Enhanced records protection and security

## DocuSoft, Working for the Public Servant



"There now appears to be a universal consensus that climate change is a natural phenomenon that has to be accepted and planned for by all nations, the failure to do which will hasten on a global scale, the calamity and disaster now afflicting only a few countries as we have seen in recent times."

Secretary to the Government of the Federation of Nigeria,  
Ambassador Baba Gana Kingibe

# DocuSoft, Working for the Local Government

Local government agencies and departments use high speed scanners to capture budgets, maps, and employee records, departmental reports – documents of varying types and sizes – into single or multiple database. You can also import text files and other electronic documents, including e-mail and digital audio and video files, with automated import tools or simple drag and drop actions.

Comprehensive security measures safeguard your digital archive with individualised protective measures for specific departments. Original documents can be removed or destroyed. Digital backups can be stored safely off-site.

Authorised personnel then search and retrieve documents instantly with DocuSoft intelligent search. Users view, print and e-mail documents from their desktops. Documents may be archived to CD or DVD, or published into PDF files for internet or intranet use.



The unintegrated records management programme in Nigerian public service has led to inefficiency in administration and to the loss or unavailability of vital information needed for decision-making

Enwere, J.C.  
(1992) records management in Nigeria: To be or not to be?

## Consider the Cost of Providing Maps and Drawings for town planners, Engineers or the Public

- What are the physical storage costs for large-format maps and drawings?
- How much staff time is lost searching for documents in file rooms or off-site storage?
- How long must engineers and first responders wait for mission-critical plans
- What are the risks to historical documents and drawings from repetitive handling?
- What are the cumulative costs in terms of budget, staff hours and quality of public service?

## Meeting Demands with DocuSoft

- Scan historical maps, documents and import AutoCAD files into a secure digital archive
- Index documents, maps and drawings with customizable templates for precision retrieval
- Give users instant access while reducing paper reproduction costs and alleviating the retrieval burden on planning departmental staff
- Field personnel access critical information on-site from PCs

# Benefits from Local Government and its Departments

## Record Management Procedures

Records management for local government must be many things. Reliable, Unfailing. Secure, but accessible to authorised staff. Comprehensive, but sensitive to departmental demands. Designed to help you achieve those goals in the real world, DocuSoft-ng Unified Record Management Module provides dependable, total life-cycle digital records management.

- Enforce consistent records policies for both physical and digitised records.
- Manage records and documents, including e-mail and digital video and audio, from a single application.
- Easily implement your file plan with a customizable folder structure.
- Assure proper filing with mandatory metadata acquisition and automated extraction of e-mail metadata.

## Find Information Faster

DocuSoft Unified intelligent Search retrieves documents instantly, allowing staff to find and distribute information with unparalleled speed. With flexibility of full-text and customizable index searches, DocuSoft-ng Unified allows on-demand access to documents.

- Locate documents instantly with DocuSoft intelligent Search.
- Unlock your documents' contents with full-text searches.
- Combine searches for precision retrieval.
- Find documents using fuzzy search capabilities even if you are unsure of the search term's spelling
- Retrieve image-only documents such as maps and drawings, with customizable index field searches
- Generate reports about on documents usage

Maintaining, moving and protecting paper document are expensive tasks. Disaster and theft threaten the integrity of archives. Photocopying for off-site storage is labour-intensive and costly.

Digital media also raise concerns: Will evolving technologies allow future generations' access to public records?

Digital archiving on DocuSoft Unified resolves all these concerns while facilitating disaster recovery planning.

## Protecting Documents

- Store entire document repository on durable CDs or DVDs
- Build-in search and viewing capabilities promote more effective operations continuity in the event of disaster
- Maintain future accessibility with non-proprietary TIFF file storage formats
- Easily recover destroyed or damaged archives from digital backups
- Safeguard information from the repository level to that of individual words.

Information recorded in paper and electronic files help managers, particularly chief executives, to direct, control communicate, plan, formulate policies, and make decisions (Uwaifo, 2004). The availability of records is crucial in attaining organizational goals. Perhaps more important is the proper management of these records. To be of maximum value, records must be organized and properly managed.

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# About DocuSoft (Nig) Limited

An IT solutions company providing Total Document Management Solutions from small to large scale business clients in all facets of the industry: for example - logistics, finance, Insurance and legal service companies. It all also serves state and local government agencies.

DocuSoft-ng was registered in Nigeria in 2008 as a separate entity from its sister company in Europe A4GS Solutions Ltd UK, later became A4GDS Limited, which has been in operation since 2001. Since this time, it has been involved in providing electronic Document Management Systems (eDMS) services with the best product in the market: Laserfiche, Kofax. Choice of eDMS is tailored to your needs

Engineered for rapid deployment, our eDMS integrates seamlessly with a variety of primary business software applications and can easily scale from a single user to an enterprise-wide installation.

## Partners

At DocuSoft-ng we recognise the power of Synergy, and so we are partnered with related Technology Providers to give you an optimised service.

- RBDSL UK
- A4GDS Limited
- CANON
- KODAK

## The Technology

Our eDMS help organizations run better by streamlining processes for managing documents, records and workflow. By digitizing paper archives, our eDMS enables users to instantly pinpoint the information they need, to collaborate more effectively and to complete daily tasks more efficiently. Secure web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government and industry mandated standards.

The Software can integrate with most CMS systems including Sharepoint server or other database applications.

## Contact Us

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