

# Document Archive Program



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# Purpose

Why the need for the Program? ... to enhance **EFFICIENCY**

- Creating policies and procedures to inventory the documentation
- Organizing and consolidating for quick access
- Archiving old records, reports and laboratory tests to information for users.

# The Beginning

- Collected over 180 documents dating back to 1960's and are as recent as 2018
- Sorted according to Systems: Water or Sewer
- Established an Excel Spreadsheet in order to catalogue the documents



# Excel Spreadsheet –a Catalogue

- Title
- Water/Sewer
- Year
- Attributes (helps employees access document)
- Author
- Document, Contract, Report?
- Location of Document
- Is it Made Public?
- Is the Document Scanned?
- Notes
- Any Duplicates?

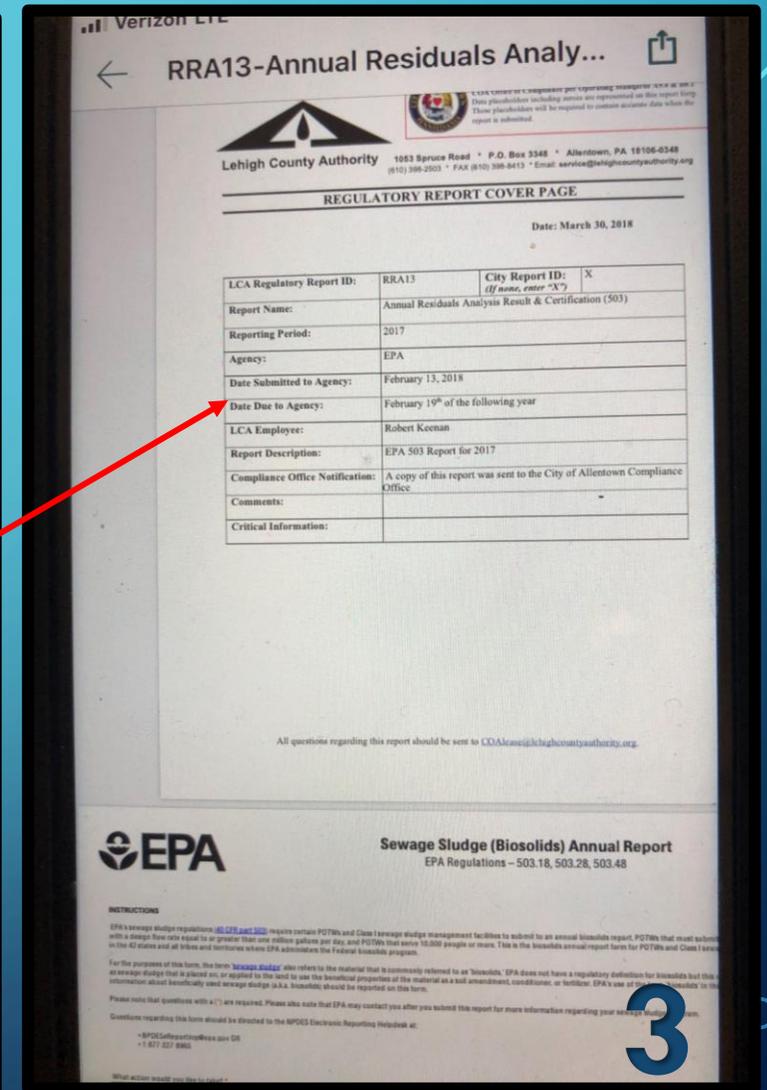
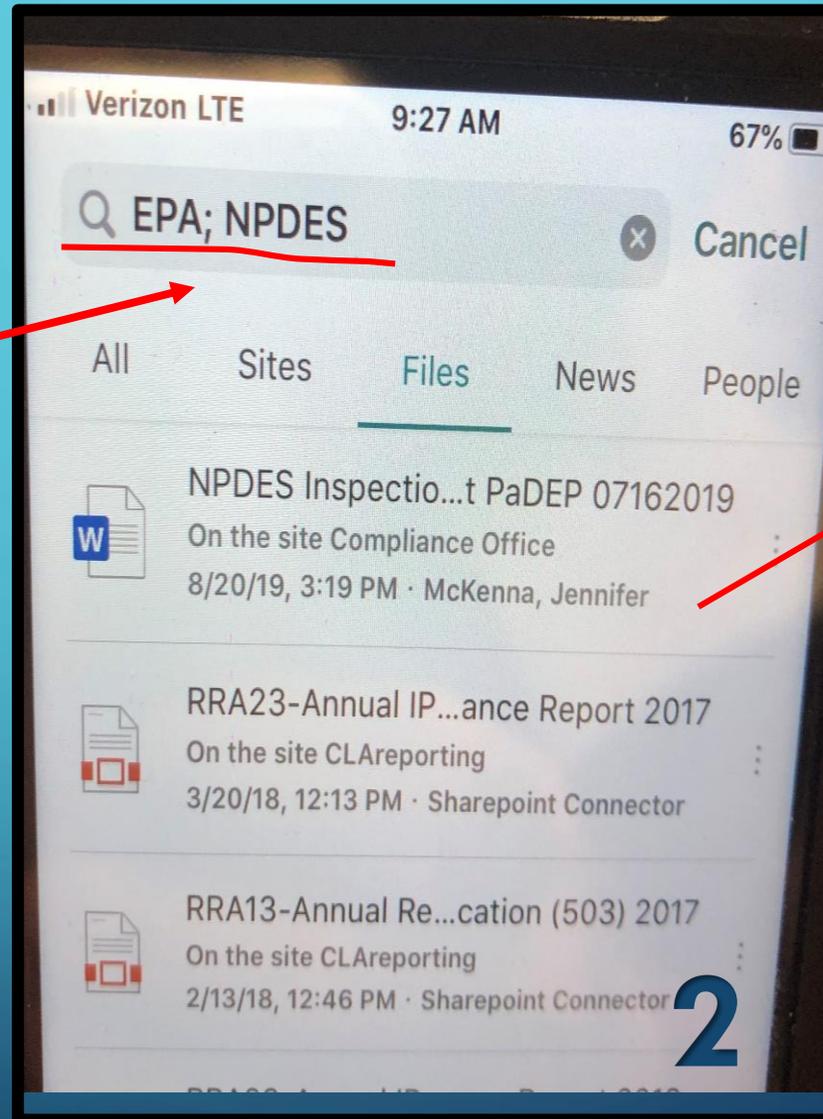
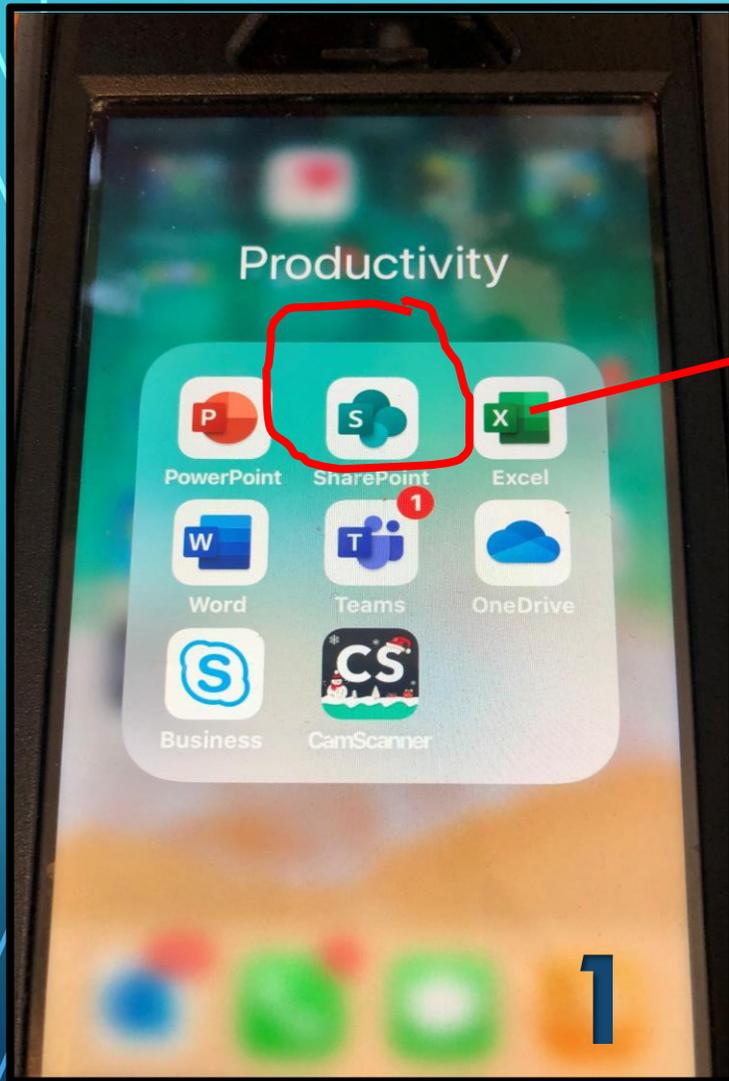
Document Archive Program											
Title	Water/ Sewer	Year	Attributes	Author	Contract, Report, ...	Location	Made Public??	Confidential?	Scanned?	Notes	Duplicate
Report to the City of Allentown on Water Works Improvement Study	Water	1980	Improvement Study	Metcalf & Eddy Engineers	Report	WTR - Compliance Office - Admin - Records Retention - Scanned Documents	Not Yet	No	Yes	_	No
Report to the City of Allentown on the Potential for Developing a Groundwater Supply in the Lower Reaches of the Little Lehigh Creek	Water	1979	Groundwater Supply	Metcalf & Eddy Engineers	Report	WTR - Compliance Office - Admin - Records Retention - Scanned Documents	Not Yet	No	Yes	_	Yes (5)

# Scanning

- Scanned documents using Nuance
  - Created pdf file
- Used plotter to scan larger documents
  - maps, charts, and diagrams
- Scanning the documents was the most challenging part
  - Some large documents were very faded
- After the document was scanned it was uploaded to SharePoint into the “Document Vault”



# Mobility



Using a cellphone in the field to access document library is as easy as 1, 2, 3!

# SharePoint – Document Library in the Cloud

Compliance Office

Home Documents Pages Contracts & Agreements Reports Site contents AIMS Document Vault Edit

Search Documents + New Upload Quick edit Sync Export to Excel All Documents

## Documents

Name	Enterprise Keywords	Modified	Modified By	Comments	+ Add column
CAW15 AMR Itron Meter Project		October 11	McKenna, Jennifer		
2020 CCRC		October 11	McKenna, Jennifer		
AO I&I Source Reduction 2020-2024		July 23	Chamberlain, Brian		
Part Nine 901 Excavations		November 28, 2018	McKenna, Jennifer		
Stream Maintenance Debris removal		September 25, 2018	McKenna, Jennifer		
AO Escrow Fund	EPA AO Finance	September 6, 2018	McKenna, Jennifer	2/6/18 Finance meeting	

# How to....



“Differentiating Between Policies, Standards, Procedures and Guidelines” 2017. Web.

- Developed “How To’s” for the following subtitles
  - “Scanning Documents to Be Uploaded into SharePoint”
  - “Scanner Fujitsu ScanSnap IX1500 appliance”
  - “How to Scan Larger Maps and Contracts into the Document that has been already Scanned”



- Documents bound in various and creative ways. Solutions found by Graphic Design Specialist, Zach Fegley
- Rescoping the project to embrace new ideas and requests throughout this process. One solution, the SharePoint Document Vault, IT Department.
- Large, faded document maps and drawings, must be scanned into a pdf for digitizing and preservation.  
Engineering Technician, Ron Schleppy

# Overview

1. Collection and sorting of documents.
2. Identify documents already digitized, mark for upload to SharePoint cloud platform.
3. Scanning system to upload documents into SharePoint, using Network drive as back-up.
4. Digitizing and reprinting documents on archive paper for preservation.



# RECOMMENDATION



What's  
Next?

From the beginning, this project was developed to not only answer the needs of the Office of Compliance; but, to be used as a template for other bureaus within the City.

My recommendation is to have the Traffic Planning and Control Bureau be the next to make use of this Document Archive Program.