

**San Gabriel Valley Tribune**  
May 21, 2007



**Glendora's documents may turn electronic**

By Alison Hewitt Staff Writer

GLENDORA - With city records in "disarray," the City Council is scheduled to consider purchasing a new program that would convert paper documents into electronic documents.

The \$84,300 system - software, hardware, technical support and more - would make it easier to store and retrieve records, City Clerk Kathleen Sessman wrote in a report to the City Council for tonight's meeting.

"The storage of the voluminous records of the City of Glendora has reached crisis proportions," Sessman wrote. "The general records in the city are in disarray."

Legal requirements force the city to maintain some records forever, she added. Keeping them in electronic form would save much-needed space, her report said.

"It would definitely help us," said Nicole Ryan, an office aide in the clerk's office. "When it comes to records requests, it takes time for staff to find the documents."

The staff spends hours searching for documents, and trying to wedge the files back into place on their tightly packed shelves is getting harder, Ryan said.

Not only would the new system put more documents online, the new system would also speed the time it takes to fill public records requests, the report indicates,

noting there would be "improved accessibility," a "reduction of misfiled or lost documents" and more "prompt retrieval."

The city was recently sued for failing to fill a public records request. Although the judgment did not address whether or not there had been delays in providing documents, the city was instructed to stop overcharging for copies and stop requiring records requests to be written.

The city has never had a document imaging system, and the need for one is "long overdue," Sessman said in her report. City staff reviewed programs from three different companies before choosing to recommend SIRE Technologies, which is also used in Irwindale.

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