

Optimized for Government

Fairbanks North Star Borough: Managing Critical Departmental Records



"Our OPTIX system has allowed us to better serve the needs of Borough departments by placing critical records online where they can be accessed in seconds".

Rich Valenti
Assistant Deputy Clerk

The Clerks Office of the Fairbanks North Star Borough manages both intermediate retention and permanent retention records for a number of Borough Departments, including Financial Services, Animal Control, Collections, and Community Planning. By placing important documents online in Optix, these departments have greatly reduced the time required to locate, review, and print important records, helping Borough operations run quickly and smoothly.

Optix: Opportunity

The Clerks Office manages intermediate retention records (5-25 years) as well as permanent records. Prior to Optix, intermediate retention documents were maintained in paper form, making the task of finding and retrieving records both time consuming and tedious. In addition, permanent records were microfilmed but were not stored electronically.

FNSB initially selected Optix to scan, index, and store important Financial Services records and make them available to users on their desktop. As the benefits of Optix became evident, word spread and additional departments asked to have their own documents scanned, indexed, and placed online.

Optix: Options

Departments that create permanent records also wanted to participate and asked the Clerks Office to find a way to digitize records targeted for microfilm. The solution was the deployment of a Kodak i640 which easily integrated with Optix, providing both microfilm and TIFF files. By dropping a TIFF file onto the department-specific Optix repository and adding an index, any file can be instantly and securely made available online.

Optix: Optimized

The key benefits of FNSB's Optix system include:

- Complete deployment and training in about a week
- Access to files via the Optix native Windows client
- Elimination of time-consuming, and cumbersome searching and copying processes
- Improved customer service by participating departments
- Easy integration into the microfilming process.