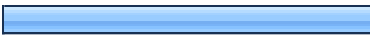
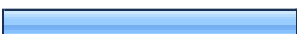

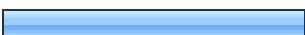




1. Do you have an electronic file management system?

		Response Percent	Response Count
yes		55.6%	10
no		44.4%	8
		answered question	18
		skipped question	0






2. If you have a system, was it by your office's choice or was the decision made on a broader level such as for the entire agency or even countywide?

		Response Percent	Response Count
Office level decision		54.5%	6
Decision made above the office level		45.5%	5
		answered question	11
		skipped question	7





3. If you have an electronic file management system, did you create it in-house or is it a vendor product?

		Response Percent	Response Count
Created in-house		9.1%	1
Vendor service		90.9%	10
		answered question	11
		skipped question	7







**4. What levels of staff participated in developing the system (such as file naming conventions)?**

		Response Percent	Response Count
Line staff		70.0%	7
IT staff		80.0%	8
<b>Supervisors</b>		<b>90.0%</b>	<b>9</b>
Senior Managers		50.0%	5
Vendor staff		20.0%	2
<b>answered question</b>			<b>10</b>
<b>skipped question</b>			<b>8</b>



**5. How did you train your staff to use your electronic file management system?**

		Response Percent	Response Count
class room		30.0%	3
<b>hands-on skill development</b>		<b>100.0%</b>	<b>10</b>
web based tutorials (for vendor products)		30.0%	3
written materials - e mail, articles, training manuals		20.0%	2
<b>answered question</b>			<b>10</b>
<b>skipped question</b>			<b>8</b>





**6. How large is your electronic record inventory (number of PDFs, Word docs, Excel files, images, TIFFs, etc. by number of pages)?**

		Response Percent	Response Count
1-10,000 records		11.1%	1
<b>10,001-100,000 records</b>		<b>33.3%</b>	<b>3</b>
100,001-500,000 records		22.2%	2
500,001-1,000,000 records		11.1%	1
1,000,001-2,500,000 records		11.1%	1
over 2,500,000 records		11.1%	1
		<b>answered question</b>	<b>9</b>
		<b>skipped question</b>	<b>9</b>





**7. Does your electronic file/record count include all of your records: in other words, did you scan everything you have in your paper files/records?**

		Response Percent	Response Count
Yes		10.0%	1
<b>No</b>		<b>90.0%</b>	<b>9</b>
		<b>answered question</b>	<b>10</b>
		<b>skipped question</b>	<b>8</b>

**8. If your system is vendor provided, what was the start-up cost (the first year of service cost)?**

		Response Percent	Response Count
Less than \$5,000		0.0%	0
Between \$5,001-\$10,000		14.3%	1
Between \$10,001-\$20,000		28.6%	2
Between \$20,001-\$35,000		0.0%	0
Between \$35,001-\$50,000		14.3%	1
<b>Greater than \$50,000</b>		<b>42.9%</b>	<b>3</b>
<b>answered question</b>			<b>7</b>
<b>skipped question</b>			<b>11</b>

**9. If you use a vendor provided service, what is your annual subscription cost (after the first year annual cost)?**

		Response Percent	Response Count
Less than \$5,000/yr		25.0%	2
<b>Between \$5,001-\$10,000/yr</b>		<b>37.5%</b>	<b>3</b>
Between \$10,001-\$20,000/yr		25.0%	2
Greater than \$20,000/yr		12.5%	1
<b>answered question</b>			<b>8</b>
<b>skipped question</b>			<b>10</b>


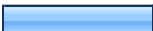
**10. What is the approximate number of hours needed to maintain needed the system (scanning and naming files, data clean-up) including all user time (inspectors and office staff)?**

		Response Percent	Response Count
Less than 100 hours		25.0%	2
Between 100-200 hours		25.0%	2
Between 201-500 hours		25.0%	2
Greater than 500 hours		25.0%	2
answered question			8
skipped question			10




**11. What is the complexity or variation in the format of the electronic records you maintain?**

		Response Percent	Response Count
Standard paper sizes (8x11, 8x14)		100.0%	8
Large paper size (11x17)		37.5%	3
Large paper size (blueprints, maps)		25.0%	2
PDF		75.0%	6
JPEG		62.5%	5
TIFF		50.0%	4
Maintain color vs covert all files to grayscale		37.5%	3
answered question			8
skipped question			10



**12. Are you able to query your file management system using as example search words or phrases?**

		Response Percent	Response Count
Yes		77.8%	7
No		22.2%	2
answered question			9
skipped question			9

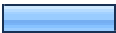


**13. Do you feel your office gets enough benefit out of your sytem to balance the headache and cost?**

		Response Percent	Response Count
Definitely yes		60.0%	6
Mostly yes		10.0%	1
No		30.0%	3
answered question			10
skipped question			8

**14. Do you have a records retention policy that addresses electronic files?**

		Response Percent	Response Count
Yes		46.2%	6
No		53.8%	7
answered question			13
skipped question			5

**15. If you have a policy, what is your retention period?**

		Response Percent	Response Count
Up to 5 years then delete		16.7%	1
Greater than 5 years but less than "forever"		33.3%	2
<b>Forever</b>		<b>50.0%</b>	<b>3</b>
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>12</b>

**16. Thanks for your input! If you can share the following please do so: 1) vendor company/product name 2) file naming conventions**

	Response Count
	8
<b>answered question</b>	<b>8</b>
<b>skipped question</b>	<b>10</b>