



CASE STUDY

Big Concerns at a Small Government Office

Township of Tay

How the Township of Tay updated its systems and refined its processes to better serve residents.

The Township of Tay is located on Southern Georgian Bay, and in the County of Simcoe, in the Province of Ontario Canada, located 90 minutes north of Toronto. This picturesque rural area's primary economic activities are tourism and agriculture. The Township of Tay was using a DOS-based AIS Records Management System that had been discontinued and was no longer being supported. The older system produced unreliable data, and provided a rigid and limited means of records circulation. Its search mechanism was cumbersome to use. Due to its limited capabilities, the system was not used as a regular part of the Township's records management.

The Township of Tay recognized that a flexible and easy-to-use solution would encourage the widespread use of a records management system, and provide the Township with a unified and effective process for managing its important information. The system would need to offer the power and flexibility of a high-priced solution, at a price that would meet the budget requirements of a smaller town.

It was also important to the Township of Tay to implement a records management system that would enable them to easily comply with The Ontario Municipal



Records Management System, a file classification scheme and retention schedule in use throughout Ontario.

The Solution

After careful assessment of the Township's needs, OmniRIM Solutions Inc. recommended the OmniRIM® Workgroup Windows (MS Access database) software package. The analysts at OmniRIM Solutions knew the software's ease of use and comprehensive support package would best support the Township's expertise in administering the region. The software package provides the ability to index and manage all active and inactive records throughout their life cycle, quickly and easily.

The OmniRIM Workgroup Windows package came within the Township's budget, while meeting all of their requirements.

OmniRIM provided Township of Tay with all the training and conversion services needed for a stress-free transition to the new system. As well, OmniRIM's staff assisted the Township in refining its business processes to improve efficiency and service to the residents.

Benefits

Township of Tay now manages over 5000 active files, using OmniRIM software. The Township now enjoys having reliable and searchable data that it can circulate easily to appropriate departments. The system provides safe retention of records, and control over document circulation and screening, in

compliance with government standards. The Township uses OmniRIM's powerful reporting module, which, over time, will lead to better administration of the region.

The Township CAO, Ted Walker, had this to say about the support they received: "We have been very impressed with the OmniRIM staff, and their courteous, efficient service. We find the staff to be easy to talk to, and very patient with us in explaining technical matters, with respect to software, hardware etc. Also, it was very helpful that OmniRIM could provide on-site training. It was only a matter of setting up a few computers and a server here, so that OmniRIM's training staff could come in and show us how to use the system. The quality, price, and service offered by OmniRIM's software was good value for the money; we otherwise would not have had the budget to make the transition to a sophisticated records management solution."



"We found the software to be very user-friendly. We were very impressed with the versatility of the software. It has made it easy for us to follow all government standards of records management, including the Freedom of Information and Protection of Privacy Act." - Ted Walker Township CAO

About FileBRIDGE

From storage and document handling to on-demand digital file delivery with our FileBRIDGE platform, we offer the services and solutions that enable you to cross the bridge to less paper.

To find out how Access and its FileBRIDGE products can help your business, contact our team today at 1 877 FileLine!

[TALK TO US TODAY](#)