

**Business
Technology
Solutions****Rice Creek Watershed District
Laserfiche Document Imaging System****Overview**

The Rice Creek Watershed District is one of 46 watershed districts in Minnesota. Each district is a unit of government that works to solve and prevent water-related problems. Rice Creek Watershed District encompasses approximately 201 square miles of Anoka, Hennepin, Ramsey and Washington counties in Minnesota. Portions of the district can be found in 28 municipalities.

Rice Creek's responsibilities include: water planning and management, wetlands protection and management, water quality surveys of lakes and streams, groundwater level monitoring, draining systems management, flood protection and hydrological data recording and maintenance.

**Challenge**

Twenty 4-drawer filing cabinets and forty-five bankers' boxes took up a good portion of the office space and the files were growing at an alarming rate. Their staff needed access to these documents on a regular basis, so a lot of the time was wasted retrieving and storing documents. Since many of these documents were permanent records that could not be replaced, it was critical that there were copies in case of a disaster, such as a fire.

Solution

Ned Phillips, the person responsible for IT at Rice Creek Watershed, decided to purchase Laserfiche Document Imaging System and a Canon 3080 scanner to solve their challenges. He also decided that they would be able to scan documents from their digital copier, so they added Import Agent.



Benefits & Results

Now, if you visit the office of Rice Creek Water District, you will see a new environment. Not all of the filing cabinets have disappeared yet, but the growing document problems have been solved and they are discovering new uses for the space reclaimed. Also, the staff is more efficient. When a city official or a member of a civil engineering firm needs access to one of their files, the staff can easily retrieve the file and email it directly to them without leaving their desk.

Ned Phillips stated, "We now have the peace of mind that our documents are now secure, with a copy stored off-site."

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