

TSSERR

Tompkins Shared Services Electronic Records Repository

February 25, 2014 (9:30 AM to 11:30 AM)

1) Introduction of New Members

- a) Group Agreement and By-Laws review
- b) Election of Chair and Vice-Chair
- c) Minutes - any volunteers?
- d) Establishment of a meeting schedule
- e) Vote to include additional members

2) Laserfiche Conference

- a) Our presentation – YouTube (<https://www.youtube.com/watch?v=fIOMMBRdfhM>)
- b) What we learned

3) Status of Current Projects

- a) Where we are
- b) Laserfiche repositories demo
- c) Expansion of records set
- d) Server redundancy project
- e) Public portal discussion
 - i) Who is interested?
 - ii) What records?
- f) Sub-group to review policy and procedures
- g) Forms
 - i) Dog licenses?
 - ii) Marriage licenses?
 - iii) Building Permit applications?
 - iv) Who wants to participate in forms training
- h) Discussion of maintenance of day forward records

4) Feedback

- a) Performance/tech/connectivity issues
- b) Experience to date by members
- c) Software questions
- d) Template questions

5) Status of Next Grant

6) 2014 Workplan:

- a) Policy and procedure
- b) Public portal
- c) Help desk support
- d) Annual license cost distribution
- e) TSSERR website (<http://www.tompkinscountyny.gov/tsserr>)
- f) Shirts or bags? What color?

