

## **Council Assets Task Group – Officer Comments in respect of Recommendation 5**

- a) Under the Council's Access to Services project, council services are changing the way that they store data and information away from manual records to a corporate electronic document management system (EDMS) as they migrate into the Customer Service Centre. Currently though, the Council does not have a centralised records management system that would improve the effective use of the EDMS. If a business case could be made to procure such a system, it is likely that there would be resource implications both in terms of cost and officer time which would need to be considered as part of the 2009/10 budget exercise.
  
- b,d,e,f) These recommendations to the Chief Executive will be considered by the appropriate officers' and a report back will be provided to the Overview and Scrutiny Committee.
  
- c) City Council Officers already engage with the County Archivist as a matter of routine. There is no cost as any record transfer is funded by County.