

Council Meeting of
June 5, 2007

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: City Attorney – Accept 2007 eCopy Best Practices Award for Desktop Application to the City of Torrance through its representatives Linda Santos and Kevin Tran of the City Attorney's office

RECOMMENDATION

The City Attorney recommends that the City Council accept the 2007 eCopy Best Practices Award for Desktop Application to the City of Torrance through its representatives Linda Santos and Kevin Tran of the City Attorney's office.

Funding

None

BACKGROUND AND ANALYSIS

On February 20, 2007, the City Attorney's office was informed that it had been nominated by IKON, a reseller of eCopy, for the 2007 eCopy Best Practices Award. eCopy is a leading provider of solutions that integrate paper documents into business software applications. The eCopy Best Practices Award program honors select companies worldwide who best demonstrate innovation in using office copiers and scanning to capture paper-based information into electronic business processes. These companies have harnessed the capabilities of eCopy ShareScan and eCopy Desktop to achieve outstanding business productivity improvements and return on technology investments.

On May 15, 2007, at the eCopy Paper Connection Forum in Miami Beach, Florida, the winners of the second annual eCopy Best Practices awards were announced. The City of Torrance won the award for Best eCopy Desktop Application for business processes in the City Attorney's office. Other international award winners included Sprint, Verizon Wireless, and Salans, an international law firm with 500 lawyers and 16 offices worldwide. The City of Torrance was chosen for its demonstrated innovation in document scanning - the conversion of paper-based information into secure digital documents.

This award is the culmination of a five-year program initiated by the City Attorney to transform the office into a best-practice model of business processes. In November 2002 the office achieved part of this project with its implementation of a document and case management system and received accolades in Law Technology News for achieving "best-practice workflow" processes.

The last portion of the large project still remained – converting paper documents into secure digital documents. For the past five years, the City Attorney's office has been using its office copier, desktop scanners and eCopy scanning software to transform paper-based documents into electronic ones that can be used in more efficient business processes. In addition to eliminating over 300 cubic feet of filing cabinets, the office leveraged its eCopy Desktop software to integrate with the office's document management system and fax management applications, further improving process efficiency and document accessibility.

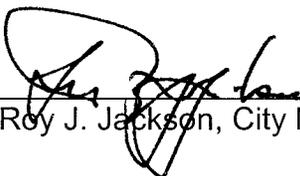
Both Linda and Kevin are most deserving of special recognition for their accomplishments on behalf of the City Attorney's office.

Respectfully submitted,



John L. Fellows III, City Attorney

NOTED:


LeRoy J. Jackson, City Manager