



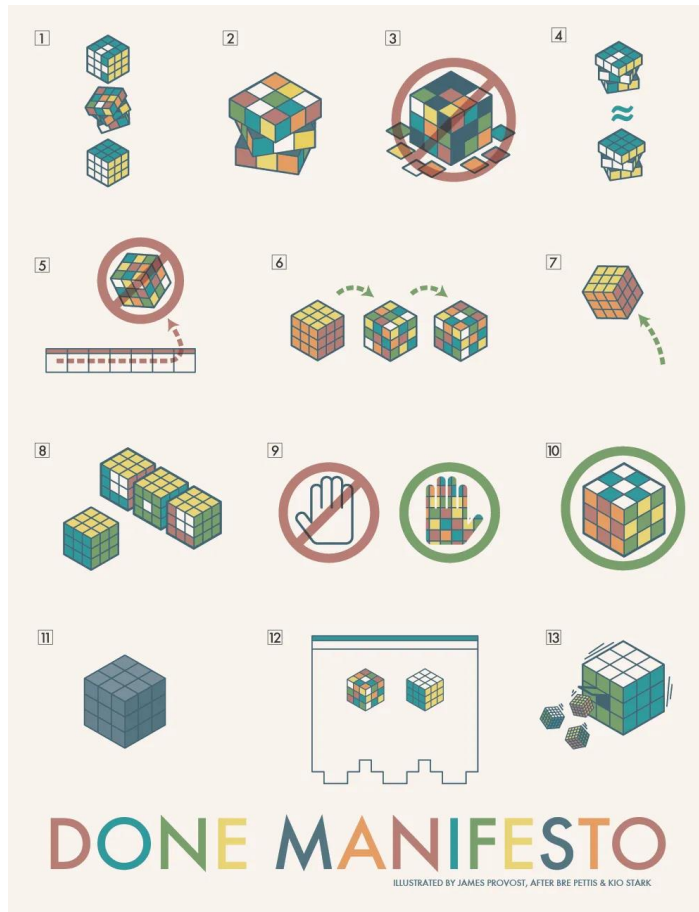
City of Watertown, MA Document Management

Christopher McClure

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Chief Information Officer

Perfect is the enemy of good. Decide to act.



1. There are three states of being. Not knowing, action and completion.
2. Accept that everything is a draft. It helps to get it done.
3. There is no editing stage.
4. Pretending you know what you're doing is almost the same as knowing what you are doing, so just accept that you know what you're doing even if you don't and do it.
5. Banish procrastination. If you wait more than a week to get an idea done, abandon it.
6. The point of being done is not to finish but to get other things done.
7. Once you're done you can throw it away.
8. Laugh at perfection. It's boring and keeps you from being done.
9. People without dirty hands are wrong. Doing something makes you right.
10. Failure counts as done. So do mistakes.
11. Destruction is a variant of done.
12. If you have an idea and publish it on the internet, that counts as a ghost of done.
13. Done is the engine of more.

Develop a wholistic process.

- Stop the bleeding. Develop plans to reduce the creation of new paper. Integrate digital systems.
- Audit and inventory. (Ongoing)
- Determine the best document management software and strategy for your organization.
- Start small. Identify one document type and grow from there.
- Select your first scanning project. Focus on high impact, high visibility, easy to define projects.
- Develop workflow for indexing and storing paper and electronic documents by type.
- Start as you mean to go on. Have clearly defined ownership and be consistent.

Benefits of a comprehensive strategy.

- Accessibility
- Transparency
- Self-service
- Preservation
- Research
- Reclaim limited storage space
- Reduce staff time searching for documents
- Simplify Public Records Requests
- Reduce fire, water... damage risk
- Improve return on investment for digitization projects

Watertown's Document Resources

Home > Government > City Departments > Information Technology > Documents

Documents



[Agendas and Minutes](#)



[Laserfiche Document Management System](#)



[OpenGov](#)



[Charter and Ordinances](#)



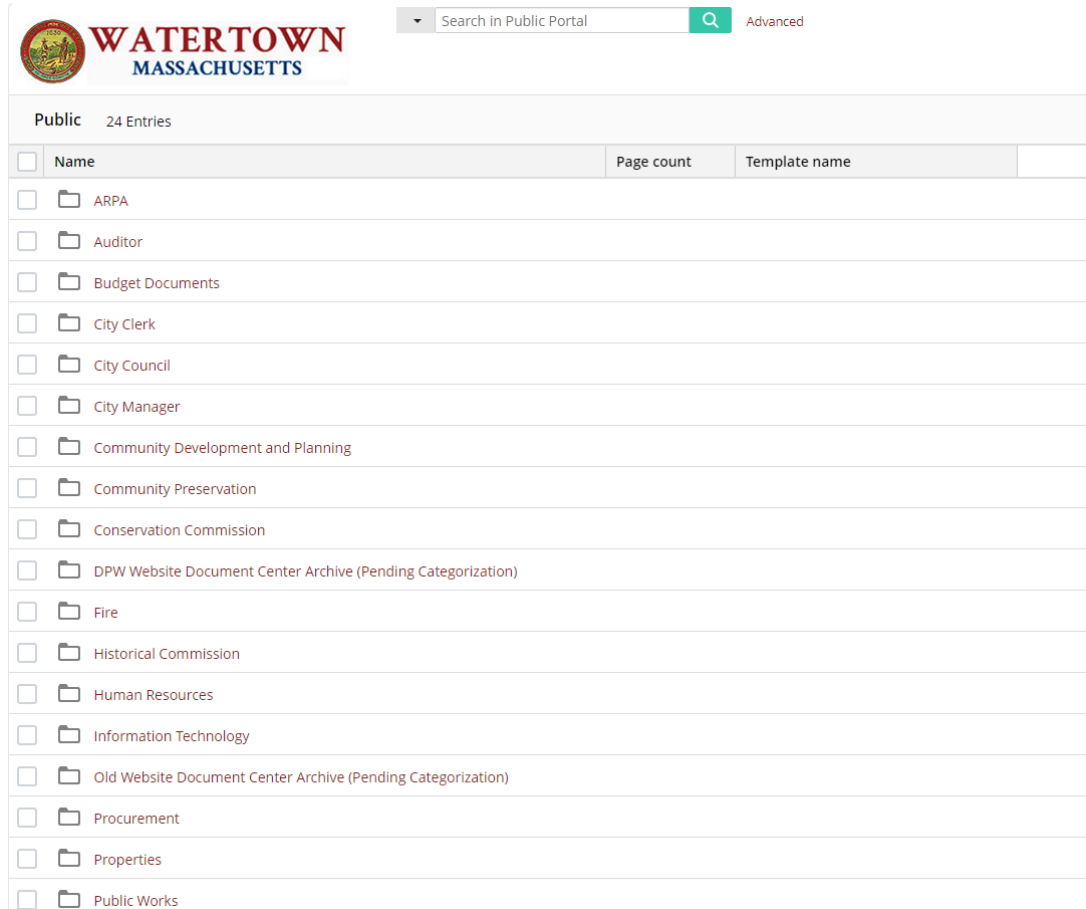
[Property and Maps](#)



[MapLink Interactive Zoning](#)

- [watertown-ma.gov/documents](https://www.watertown-ma.gov/documents)
- All Document resources in one place

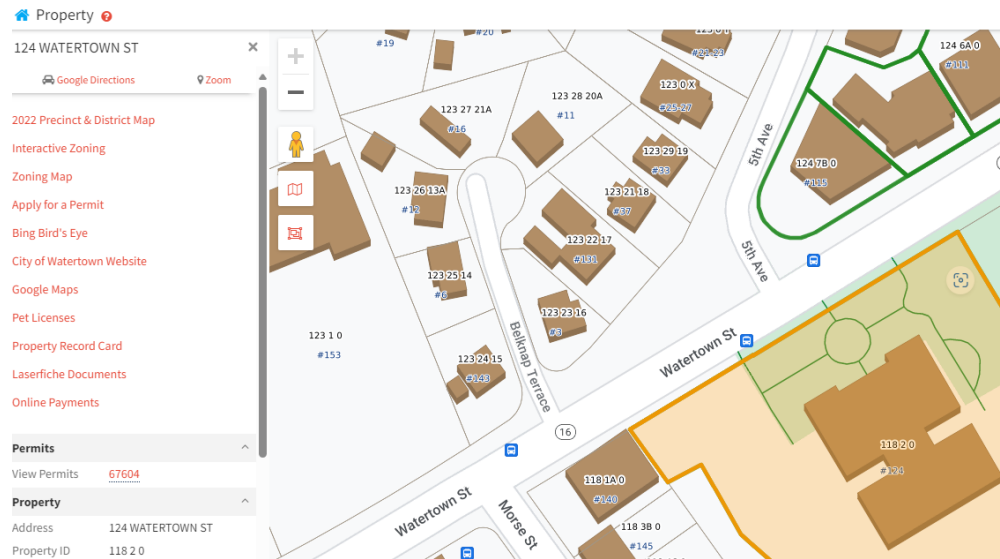
Online Document Management System



<input type="checkbox"/>	Name	Page count	Template name
<input type="checkbox"/>	ARPA		
<input type="checkbox"/>	Auditor		
<input type="checkbox"/>	Budget Documents		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	City Council		
<input type="checkbox"/>	City Manager		
<input type="checkbox"/>	Community Development and Planning		
<input type="checkbox"/>	Community Preservation		
<input type="checkbox"/>	Conservation Commission		
<input type="checkbox"/>	DPW Website Document Center Archive (Pending Categorization)		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	Historical Commission		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	Information Technology		
<input type="checkbox"/>	Old Website Document Center Archive (Pending Categorization)		
<input type="checkbox"/>	Procurement		
<input type="checkbox"/>	Properties		
<input type="checkbox"/>	Public Works		

- watertown-ma.gov/docs
- Watertown public repository
- Other types secured behind staff login
- OCR on all pages
- Workflow setup for defined document types

Planning and Zoning Scanning Project



- watertown-ma.gov/mapgeo
- Files indexed, scanned and linked to map

Fields	
STREET NUMBER	124
STREET NAME	Watertown Street
CASE NUMBER	2015-19
DECISION DATE	2/9/2016
DOCUMENT TYPE	Supporting Documents
DEPARTMENT	Planning and Zoning
GIS ID	M_225461_901400
LONGITUDE	225458.3674
LATITUDE	901401.1468
MBL	118 2 0
TIF NUMBER	009232
Original Filename	124_Watertown Street_2015-19_9-Feb-16_Supporting Documents_Planning and Zoning_M 225461 901400_225458.3674_901401.1468_118 2 0_009232

City of Watertown : Archive Project



Old Police Station....Room #3



Aerial View of Room #3



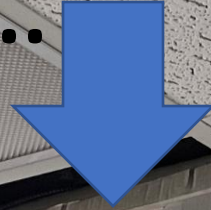
Permafile®

STOR-ALL

Town Clerk's

BOX NO.	BOX LOCATION	DESTROY DATE	FROM	TO
Inactive Master Cards		CONTENTS		
/ Ste - Tho				
STOCK NO.	STOR-ALL	Perma Products		
03325				

Really??.....





Room #3

2nd Day.....Daylight



Room #3



3rd Day:

**Only 'Legal Matters' remain.....
Now Complete: see next slide**

To be:

Re-boxed

Numbered

Inventoried ...

**And transferred to the DPW Archives.
See 'Slide 25'**

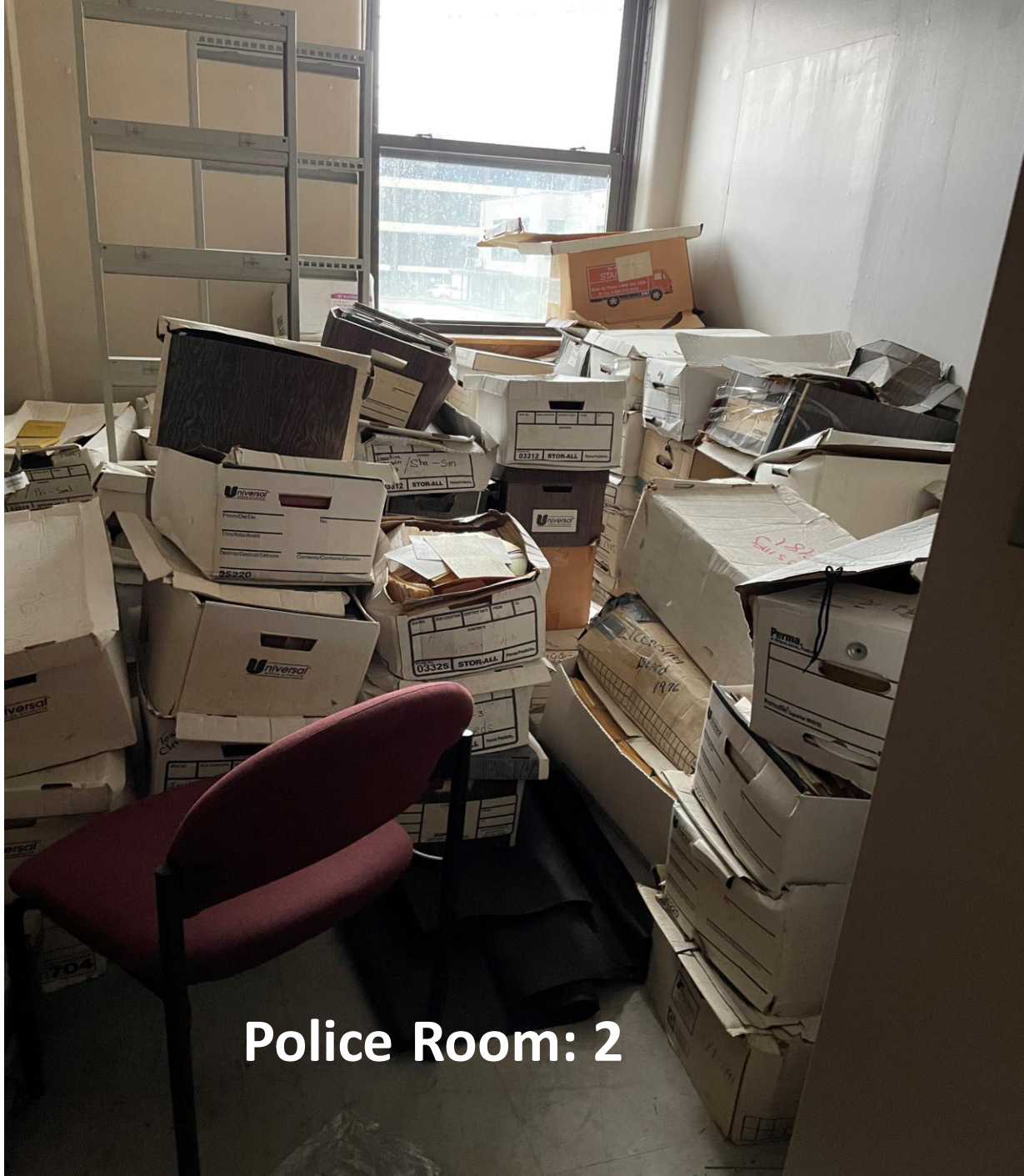
Total Boxes Reviewed: 835

Destruction: 515 Boxes

Approximately 7 Tons

Boxes Archived: 320





Police Room: 2



Old Police Station..... Control Center





EXIT

Destruction: Police Bldg: Pile 1 of 3
Removed and Destroyed: 9/19-9/21/23



Destruction: Police Bldg: Pile 2 of 3
Removed and Destroyed 9/19-9/21/23



EXIT



Destruction: Police Bldg: Pile 3 of 3 Removed and Destroyed 9/19-9/21/23



Universal ~~FY94~~ X
EXEMPTION APPLICATIONS
ASSESSORS
65521

Universal ~~FY96~~ X
APPLICATIONS
EXEMPTIONS
65521

Universal ~~1995~~ X
1994 ATB
65521

Universal ~~801~~ X
FY98 OVS, MD-37A
22, 41C & 22E
MOTOR VEHICLE ABATE CERT
BOOK 1995 & 1996
65521

Universal ~~FY93~~ X
OVS + DENIAL
APPLICATIONS
ASSESSORS
65521

Universal ~~82~~ X
65521

Universal ~~83~~ X
Commitment
65521

Universal ~~FY97~~ X
EXEMPTIONS
FY97 OVS
FY97 RES EXEMPT
65521

Perma. ~~CONTENTS~~ X
1999 EXEMPTIONS
2 of 2
SUPREME 50100

Universal ~~FY90~~ X
EXEMPTION APPLICATIONS
ASSESSORS
65521

Perma. ~~ABC FORMS~~ X
1995-98 MOTOR VEHICLE
1997-98 MOTOR VEHICLE
Perma F&C 012150

Universal ~~ATB CASES~~ X
OLD
65521

Universal ~~FY89~~ X
EXEMPTION OVS
APPLICATIONS
ASSESSORS
65521

Perma. ~~CONTENTS~~ X
ABC
SUPREME 50100

Universal ~~FY95~~ X
Revl DATA
ASSESSORS
65521

Universal ~~RECAP-1995-1996~~ X
1997-1998
ABUTTERS
89
65521

Universal ~~FISCAL YEAR~~ X
ATB CASES
(OLD)
65521

Universal ~~ASSESSORS~~ X
EXEMPTIONS
ABATEMENTS
65521

Perma. ~~CONTENTS~~ X
2000 EXEMPTIONS
65521

Perma. ~~1969-1993~~ X
SALES REPORTS
65521

Universal ~~77~~ X
65521

Universal ~~FY98~~ X
EXEMPTIONS
65521

Universal ~~FY96~~ X
65521

Perma. ~~CONTENTS~~ X
100,000 Home
Abatement Des. Vehicle
SUPREME 50100

Perma. ~~ATB CASES~~ X
65521



Old: DPW Archives- Box Capacity: 300

New: Box Capacity 1280 (Slide #20)



PAYROLL 2020
Box 1
BANKERS BOX

Allied Waste FY19
EVENING
BANKERS BOX

BLIZZARD
W.B. MASON
BANKERS BOX

WATERTOWN
BANKERS BOX

TRITEC
MISC PAYROLL
BANKERS BOX

W.B. MASON
my COPY

UNIVERSAL
D
A/P
FY12
A/P D-M
UNIVERSAL
PAYROLL 2020
Box 3
BANKERS BOX

PAYROLL 2020
Box 2
BANKERS BOX

A/P FILE
UNIVERSAL
FY12
A/P
FY12
A-C
UNIVERSAL
A/P

SPRINKLER FIRE

SPRINKLER FIRE

HIGH PRESS. GAS

VENTILATED HOT WATER

WATER HEATER

WATER TIGHT
BANKERS BOX

WATER TIGHT
BANKERS BOX

WATER TIGHT
BANKERS BOX

WATER TIGHT
BANKERS BOX







PW Archives: 1280 Box Capacity



SECTIONS

SPRINKLER FIRE

KING INFORMATION SYSTEMS, INC. (781) 762-8477

BOX #

CONTENTS

DEPT

DATE

TIME

BY

REMARKS

1

2

3

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11

12

13

14

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100

Basement Vault



Over 500 Binders!





VALUATION
LIST
1956
TOWN OF
WATERTOWN
REAL ESTATE
A-Z

VALUATION
LIST
1959
TOWN OF
WATERTOWN
REAL ESTATE
A-Z

VALUATION
LIST
1958
TOWN OF
WATERTOWN
REAL ESTATE
A-Z



Needed Screwdriver to pry loose the Valuation Binders









Destruction Runs: (11) Trips

- | | | |
|-----|-----------|---|
| 1. | 08-23-22: | 1,880 lbs. (Archive Project) DPW |
| 2. | 09-8-22: | 1,380 lbs. (Archive Project) City Hall |
| 3. | 09-15-22: | 3,080 lbs. (Archive Project) City Hall |
| 4. | 09-27-22: | 3,820 lbs. (Archive Project) City Hall |
| 5. | 09-29-22: | 2,530 lbs. (Archive Project) City Hall |
| 6. | 10-13-22: | 1,720 lbs. (Archive Project) City Hall |
| 7. | 09-19-23: | 6,420 lbs. (Archive Project) Police Station |
| 8. | 09-20-23: | 6,340 lbs. (Archive Project) Police Station |
| 9. | 09-21-23: | 2,840 lbs. (Archive Project) Police Station |
| 10. | 09-21-23: | 500 lbs. (Archive Project) Police Station |
| 11. | 01-26-24: | 1,020 lbs. (Health / CDP) Cleanup Project |

Total (lbs): 31,530

Total Tons: 15.75!

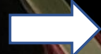
Special Note: All of the above trips were State (RMU-2) Approved. Certificates of Destruction available upon request.





Treasurers Vault .2

Click on Right Slide





3rd Floor Vault



Fire Department: Attic



Start of Department Cleanup Project

Departments: Health and CDP



CDP Office: Bookcase / Hutch



CDP: Office Cabinets



Health Department: (48) File Drawers Reviewed and Emptied for Move

