

COSTS AND BENEFITS OF GOING PAPERLESS



COURSE INSTRUCTOR

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PROJECT LEAD

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OVERVIEW

- Many cities have converted from a paper file storage system to an all-electronic system, saving money, file storage space, and time.
- The City of Big Lake currently uses an all-paper system but is interested in converting to an electronic file storage system.
- Students will examine the costs, benefits, and processes of converting to an electronic file storage system.
- Based on their research and analysis, students will provide the City a guide to convert to an all-electronic file storage system.



File Cabinets
(Photo credit: <https://goo.gl/6WRAvx>)