

# PRESERVE Your MINUTES

both in FILM and ELECTRONICALLY

Every Government authority goes through the dilemma of what to do with these minutes. That is the minutes, reports, debates, resolutions and discussions that are concerned with a Council meeting, not the time lost because of the meeting.

Usually the minutes start their life in some electronic form in a word processing or spreadsheet file. These files are then printed, certified and the paper version becomes the standard form. Sometimes other documents e.g. reports and discussion papers are added to these printed documents. Consequently the pile of documents continues to grow as more discussions/debates are held and additional information is inserted into the pile of documents usually kept in a folder. When someone accesses the folder and looks for a specific document they generally do not place the document back into the correct chronological order. Eventually the folder containing these documents gets too large and a second folder is created and so the saga continues. Until such time as it is bound into a book for safekeeping.

By now everyone has realised that a single copy of these minutes has caused problems with sharing information. What about business recovery:

\* *What would happen if the person who borrowed it didn't return the book before going on holidays or he passed it onto someone else?*

\* *What happens if there was a fire or flood to all that information?*

This should sound familiar, and NOW here is the answer:

Prior to Binding: Why not save yourself some money and have the whole record microfilmed and/or digitised before being bound into a book. The microfilm virtually lasts forever, the digitised images can be incorporated into a retrieval database on a CD-ROM and solves the problem of sharing the information. The last step is for the original document to be bound into a book. This book can be stored as a historical record in a fireproof safe.

Bound Minutes: This is the difficult process. Firstly the pages will need to be microfilmed and then the microfilm is digitised without the need to destroy the binding. This provides the best solution, long-term preservation and easy access while preserving the integrity of the original binding. Technology has progressed to enable scanning of bound books using a planetary scanner that assists to minimise the curvature at the gutter area.

There is only one company that can provide the total solution for Council Minutes and that is Gosford Micrographics so call George Hardie on 02 43898066 or [click here](#) to begin the process of sharing and safe-guarding your Minutes.