

# TRANSFORM YOUR CLERK'S OFFICE

OnBase transforms your clerk's office with one system to manage agenda, minutes, video, records and content across your government organization

You've invested in an agenda and minutes solution that helps you collect, aggregate and create agenda packets, manage minutes and offer live and on-demand video.

But as a clerk, you also protect public records and fulfill records requests. This critical content includes the files, faxes and emails that your agenda solution can't manage. Because of this, you and your staff don't have a complete picture of the documents that satisfy a records request. Even your agenda and minutes, already stored in a solution, are not in a secure central repository that protects those records for the future.



## PAPERLESS AGENDA SOFTWARE



Agenda and minutes software

## DOCUMENTS AND PUBLIC RECORDS



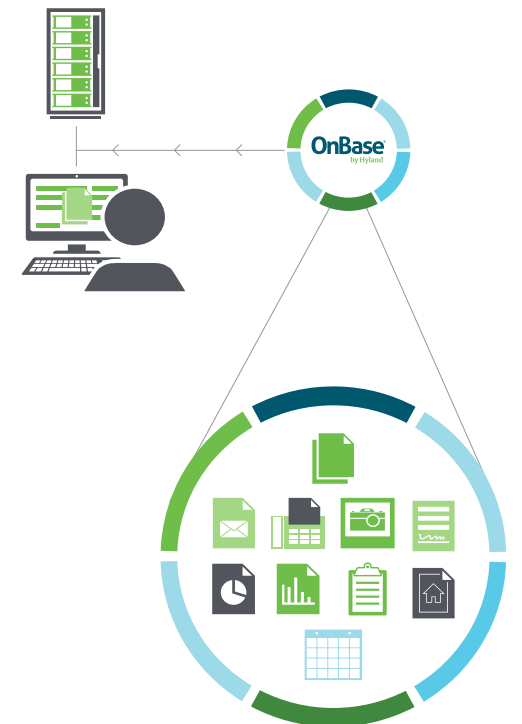
Documents  
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Paper files  
Photos

Faxes  
Reports  
Legacy  
Agenda/minutes documents

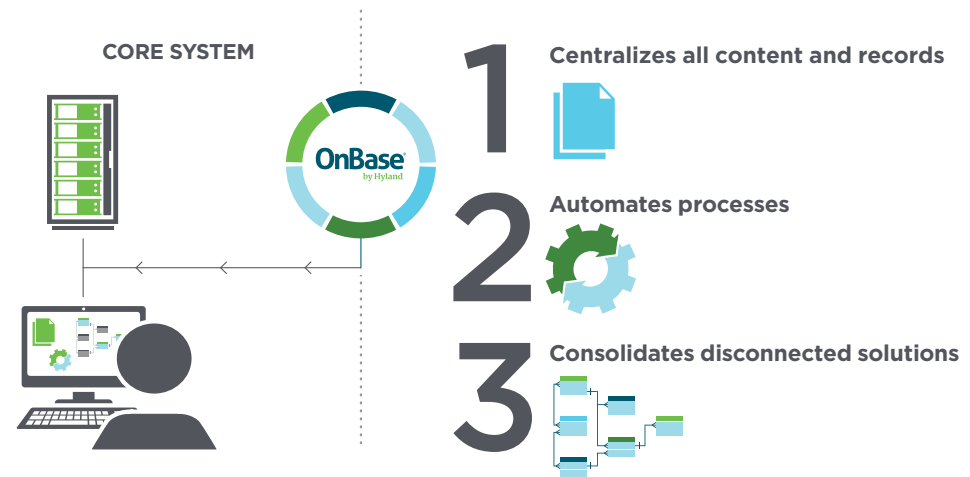
## WHAT IF YOU COULD COMPLETE THE PICTURE?

The OnBase enterprise information platform transforms your office by providing a complete system that supports all your responsibilities from the legislative process to protecting all public records now and for the future.

OnBase centralizes all types of critical information and connects to other systems across your organization. This makes it easy to collect and preserve public records and increase staff efficiency by eliminating paper, costs and other roadblocks to completing work. And, with a single search, staff easily identify all documents for a request, from agenda and minutes to any other content.



OnBase goes beyond securing all records from your core systems by also managing processes for agenda and minutes and public records requests, web-based records access and more — **all on a single enterprise information platform.**



**1. Centralizes all content and records:** Systems that manage agenda and minutes, as well as most other government solutions, have only basic repositories with limited capabilities. OnBase delivers full and secure document management capabilities on a single platform that connects to your other core solutions to provide a single repository for information and public records.

**2. Automates processes:** OnBase automates key government processes across from agenda and minutes and records requests to invoice processing, eligibility and plan review. It's a powerful tool that enables you to do more with less and relieve workloads for the clerk's office and other departments.

**3. Consolidates disconnected solutions:** While your agenda solution manages one key process, you manage related files and documents outside your systems via file cabinets, email inboxes, spreadsheets, antiquated databases and legacy systems. OnBase consolidates solutions across government from the content and processes critical to your legislative process to the records responsibilities and everyday program delivery that serves your constituents.

**OnBase provides these tools, not only for agenda and minutes, but for records and many other systems across your enterprise.**

Learn more at [Hyland.com](https://www.hyland.com)

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