



# BORN DIGITAL STAYS DIGITAL

REDUCING PAPER AND INCREASING INNOVATION



## BORN DIGITAL RECORDS

### WHAT ARE THEY?

Born-digital records are records that have been created in digital format (rather than digitized from paper records).

## GOING DIGITAL...

### WHAT ARE THE BENEFITS?

- Enables you to access high quality digital information anytime, anywhere, and on any device;
- Allows all related records to be filed together in your secure document management system;
- Reduces the amount of paper we use, saving costs and saving trees!



## DID YOU KNOW?

Persisting with paper practices in a digital world is not only costly but also stifles innovation.

## HOW DO I GO DIGITAL?

### METHODS TO AVOID PAPER

- Ensure your policies support digital record keeping
- Create documents digitally and send them digitally. Avoid printing them out.
- Have policies in place to ensure the security, accessibility, and integrity of digital records
- Review business processes and see where there is an opportunity to eliminate paper practices



## TRY THESE TIPS!



- Use comment functions to make notes right on the document
- Create fillable forms
- Implement electronic signatures instead of printing and signing manually
- Use the stamp function to mark PDFs received in Adobe instead of physically stamping it then scanning it.
- Include metadata for documents in your secure document management system to find records more easily!

## EXAMPLES

### NEW PROCESSES TO CONSIDER

- Time sheets and leave requests are submitted electronically, e-signed, and submitted digitally.
- Invoices are only accepted electronically and are submitted for payment electronically.
- Agreements are e-signed and filed in SharePoint or other secure document management system
- Have a policy to have Building Permit and Development Variance Permit drawings submitted digitally
- Have plan checkers mark up drawings digitally on PDF or other software program.