



ADMINISTRATION

Imaging Management System

An imaging management work process system for purchasing, disbursing and vouchering between administrative units in the areas of leasing and contracts reduced three positions at the Department of Agriculture and Consumer Services. For more information, please contact Alan Edwards at (850) 488-5321 or email edwarda@doacs.state.fl.us. (2004 #49, DACS-001)

Reduction of Paper-Based Files

Streamlined administration of contracts via electronic storage, retrieval and routing of files statewide annually saves Department of Juvenile Justice staff who handle 2,500 requests annually nearly \$11,000. Initial scanning is offset by reduction of repetitive copying, courier distribution and file retrieval. Utilizing a commercially available Adobe PDF format takes experienced personnel less than one minute to access and route an electronic file versus 15 minutes or more for previous labor-intensive functions. For more information, please contact Doug Melvin at (850) 921-5209 or douglas.melvin@djj.state.fl.us. (2005 DJJ-010)

Reconciliation of Archived Records

A process that reviews retention schedules for material at the State Records Center saved \$11,000 by revealing that a majority of archived records billed to the Department of Financial Services were under new and shorter retention schedules, or were billed in error. For more information, please contact Greg Oaks at (850) 410-9829 or email at goaks@dfs.state.fl.us. (2005 DFS-001)

Automated Forms Updating

An electronic forms management system converts forms to portable document format (PDF), thereby eliminating the need for desktop support staff to manually update individual computers. For more information, please contact Clyde Benedix at the Department of Juvenile Justice (850) 921-4116 or email Clyde.Benedix@djj.state.fl.us. (2004 #48, DJJ-001)

Reduced Client Mail Turnaround Time

Department of Health staff developed a process that improved client mail turnaround time from an average of two weeks to three days. This initiative is relevant to any department that provides mail service to their customers. For more information, please contact Barbara Sarver at (727) 507-4330 ext.1252 or Barbara_Sarver@doh.state.fl.us. (2005 DOH-056)

Mail Center Savings

Mail and shipping procedures that save the Department of Transportation approximately \$180,000 annually can be adapted by other state agencies that mail large volumes of correspondence and/or products. For more information, please contact Keith Roach at (561) 470-6650 ext. 5330 or keith.roach@dot.state.fl.us. (2005 DOT-037)

Interactive Correspondence Eliminates Duplicate Data Entry

State agencies that use LicenseEase software could benefit from a parallel system that produces legal paperwork. For more information, please contact Barbara Dietrichsen at the Department of Business and Professional Regulation staff in Tampa. (813) 356-1614 or email barbara.dietrichsen@dbpr.state.fl.us. (2005 DBPR-009)

Cost Savings on Printed Material

Agencies required to provide large quantities of printed documents at no cost to the public could benefit from a Department of Highway Safety and Motor Vehicles initiative. After negotiating a price to print driver handbooks, staff negotiated with Online Education to sell, produce and incorporate approved advertising in the handbook. Online Education paid the printer and reimbursed the Department for its costs. For more information, please contact Peter Stoumbelis at (850) 414-2426 or email stoumbelis.peter@hsmv.state.fl.us. (2004 #37, DHSMV-004)