

## For Immediate Release: The City of Newnan Goes Paperless

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*With attractive residential areas, rich history and numerous jobs in the healthcare and higher education fields, it's no wonder that Newnan – the “City of Homes” – is one of the fastest-growing cities in Georgia.*

But no matter how fast Newnan grows, it remains committed to the things that have made it great – including the City government’s focus on providing the highest level of service for citizens. Consider, for instance, the innovative approach taken to solving the problem created by having too many paper documents.

Departments in the City government – human resources, accounting and more – generate hundreds of paper documents every week. Each contains important information, and must be retained for a set period of time. In the past, physical paper printouts were stored in boxes and file cabinets. But as the City grew, the amount of documents outstripped the available storage space – almost filling the basement of City Hall – and finding the right piece of paper became more and more difficult.

Clearly, it was time for the City to explore smarter document management options to accommodate and serve its growing population more efficiently. That meant finding a cost-effective, modern and digital document management system – “going paperless.” The goal was to:

- Better serve a burgeoning population
- Put tax dollars to work in a smarter way
- Become a greener city
- Increase governmental efficiencies
- Streamline workflow for many City processes
- Provide an integrated system that could be used throughout City departments

“We are always looking for thoughtful new ways to increase efficiencies for the people of Newnan,” said Katrina Cline, the City of Newnan’s Finance Director. “We weren’t afraid to take the jump, and we’ve been seeing incredible time and money saving results ever since.”

After an extensive search, Newnan settled on [Cabinet SAFE document management software](#), developed by a firm headquartered in Huntsville, Ala. With SAFE, city employees were able to scan many paper documents, shred the originals and retain digital copies – which take no storage space, and can be found instantly. Even better,

new documents from many City departments are automatically created in a digital format, saving countless staff hours – and thousands of dollars on storage space, paper, ink and retrieval costs.

When a document is needed, City employees used to have to find the right file cabinet, search for a particular piece of paper and make a photocopy. Now, they simply execute a Google-style search in a centralized document repository, pulling up what they need instantly. Any document the City – or a citizen – needs is just a few clicks away. That means increased efficiency – and reduced (or eliminated!) document retrieval fees on records access requests.

“Any time the City makes a process change, we’re thinking about how it will impact the lives of our people,” Cline said. “Not just today, but tomorrow and for future generations. By going paperless, we are putting taxpayer money to work in a smart way that will positively impact Newnan’s future.”

Newnan’s document management system continues to roll out to various City departments, including planning, police and building inspection departments. The goal is to eventually become entirely paperless, with every single City document indexed in a fully searchable archive.

“We hope to see surrounding communities follow our lead by looking for new, innovative ways to benefit their staff, customers and citizens,” Cline said. “For Newnan, going paperless is part of our larger commitment to creating a smarter, more sustainable future for our citizens and their children.”