



TOWN OF COCHRANE

Cochrane, Alberta, Canada

Located in the Calgary-Banff Corridor, 20 miles west of the City of Calgary in the foothills of the majestic Canadian Rockies, the Town of Cochrane has a population of over 13,000.

Over the past 20 years, Cochrane's population growth has averaged 9% per year. However, from 1996 to 1999, Cochrane's annual growth rate surged to 13%, and in the most recent census, Statistics Canada placed Cochrane as "The fastest growing community in Canada". The Town is in the process of annexing additional lands to provide even more room for growth within our boundaries.

This extraordinary growth placed strains on our traditional, paper-based manner of record keeping. In an effort to handle our records more efficiently, RecFind was chosen in 2000 as the preferred electronic document management system. Its user friendly, flexible capabilities won over Town staff and Council.

RecFind is currently used to register Council minutes and agendas, contracts and agreements and bylaws. Paper documents are scanned into RecFind. This process enables users of the system to quickly and easily locate documents and view them from their desktops. Administration is in the process of entering property files into RecFind. The Planning and Engineering Department is anxious to see this project completed as they realize that valuable staff-time will be saved locating records.

Town of Cochrane staff have embraced the concept of electronic document management and are very positive about RecFind. Employees are being trained in RecQuery and Administrative staff in RecFind. We appreciate that there are a lot of features in RecFind that we are not currently using, but we have a long range plan in place for bringing more of RecFind's features into daily use as we move forward developing our Records Management Program.

