Government Agencies

Hundreds of government agencies run our state, our country, making decisions that protect interest of all at stake. Reaching these decisions, however, takes a lot of time, patience and paper.

Let's say there is a transportation strike in a state. Though it is a problem at state level, the state government officials will have to discuss, debate and decide with transportation and treasury departments to form a strategic solution.

Before reaching this decision, a lot of documents, research papers, expert studies and updates are sent back and forth. So it would not be wrong to say that government is a paper-intensive industry.

Challenges

Protection of sensitive data

Limited resources

Too much documentation

What are the Challenges within Government Organizations?

Government agencies may not have to work under strict deadlines, which is why most outsiders think that theirs is less stressful work. However, this is not true. Unlike private companies, which have to concern themselves with only targets, government organizations have to see the bigger picture and consider everyone's interest, which means a lot of research and paper is involved.

- **Protection of Sensitive Data**

Government organizations deal with sensitive data and it is very important for them to protect this data.

- **Retaining information**

Government agencies have to retain every document, as the information may prove to be essential in future. All government documents can be and are scrutinized, making it important for them to retain their documents.

- **Too Much Documentation**

As we know, from hiring to firing, procuring to contracting, all processes of government organizations need a lot of paperwork. Every document is to be forwarded, revised and sent for approval a lot of times before a decision is finally reached.

Some of these problems can be solved by employing a simple technological solution that reduces paper clutter, improves efficiency and facilitates collaboration.

This is where Document Management Software can help

The most important need of government agencies is security. The type of documents handled by these agencies makes it necessary for any software to provide security.

Document management software can not only secure but also help manage your documents. They can reduce reliance on paper and conventional methods of document distribution such as shipping and courier.

Docsvault, our secure Document Management Software can do all these and much more.

Docsvault: Organize Documents, Reduce Paper

Docsvault does an excellent job of managing documents in an organized manner, so that you don't have to resort to traditional filing methods. With Docsvault, you can create virtual cabinets and folders, a structure with which every government official is familiar.

You can scan paper documents stored over years and secure them in a digitized repository for future reference. Features like backup and restore allow you to safeguard your data against typical threats that paper documents face.

Apart from eliminating paper costs, Docsvault can also reduce labor costs by improving the efficiency of government officials. It can also eliminate the space needed for storing physical files.

- **Data Security**

With Docsvault's user and group-based security rights, your confidential documents can be restricted to authorized users so that only a chosen few can access the most sensitive documents.

- **Records Retention & Compliance**

For government entities and many businesses requiting strict compliance, this can be quite a cumbersome process. In creating the retention schedule, important records are to be classified, retention periods have to be defined and disposition date be prescribed. Easily manage important government records policies so that files are retained and disposed of according to government regulations. Docsvault offers the most cost-effective way to secure and instantly search for documents, including self-service features when the auditors arrive.

- **Process Automation**

Manual Public records and paper-based documents force requestors to wait while agencies resolve through swathes of paper. With Docsvault's Automated Workflow and Web eForms, Governments can automate and digitize requests for public records to significantly reduce processing time and messy paperwork while greatly improving the convenience for citizens. Once the public record request form is submitted, the agency receives the request and a workflow task for review is triggered automatically. The request is routed through necessary steps and approvals, and agency can respond to the public quickly.

Government Organizations can automate their other document processes by routing incoming documents electronically for tracking and approvals. They can digitally transform their operations, services, internal communications, and engagement with the public.

Other benefits

- ✓ Automated Version Control ensures easy collaboration on documents using standard check-in and check-out feature
- ✓ User and groups based access control along with various system level rights gives the power to share and control access levels to documents in your repository while keeping sensitive documents locked and secure
- ✓ Audit Trail to track for events occurring between dates, by particular user or specific activities
- ✓ Comprehensive Document Search