

Memo

To: Dr. Henry Lewandowski

From: Daniel W. Massey, Clerk 

CC: Mr. Pete Liakakis, Chairman

Date: 7/22/2011

Re: Going Green

It is with great pride that I report on the steps this office has undertaken to reduce waste and conserve resources.

We stopped printing real estate and lien transactions. Historically, each year this office scanned, printed and bound real estate transactions that, if stacked one on top of another would equal the height of a four-story building. As such we have saved over one hundred yards of archival quality paper and binders. Realizing that these records are some of the most important records for our citizens, we instituted additional back-ups of the digital record. These back-ups are performed daily to a data warehouse in the metro-Atlanta area at no cost to Chatham County.

We were one of the first courts in the state to accept the E-filing of child support cases. With the initial E-filing of the case any subsequent filings in that case are scanned and the paper recycled. If the case is born as a digital record it will live its life as a digital record.

With the opening of the Records Center this office assumed the responsibility for the records of both State and Superior Courts. When records are requested we have the ability to scan the document to the case file or for E-mailing, or fax the document to the requesting party. This reduces the transport of paper records from Garden City to the courthouse saving on gasoline and personnel time while improving customer response from an average of over two days to same day service.

In an effort to become less reliant upon paper this office has scanned around 4.3 million pieces of paper which are now all accessible from public computers within the courthouse.

This office transmits to the Georgia Superior Court Clerks Cooperative Authority real estate closing documents, liens, maps and plats. For a small monthly fee these documents and others from around the state are accessible to the public without the necessity of coming to the courthouse.

Over a three year period I represented superior court clerks on a Supreme Court committee that reduced the retention requirements for many court records effective December 2010. Through this effort we were successful in removing all reference to paper records and amended the Georgia Records directives to include records of any type - paper, digital or microfilm - having the same legal standing. These two actions paved the way for a paper on demand court environment and reduced physical resource requirements for the long-term storage of court records.

As the chair of Chatham County Criminal Justice Information System Board it is my responsibility to disseminate documents and information on case management systems and other court related information issues. Over twenty people in both the city and county governments are currently editing one document that is over 100 pages and another that is over 600 pages and doing so without the requirement that any paper be produced.

As many other county departments we recycle paper and our lights in hallways are on occupancy sensors. The last person leaving in the evening assures that all lights are turned off or will go off when the room is unoccupied.