


Northeastern Workforce Development Board (NWDB) General Policies and Procedures NWDB Paperless System	
Policy 012	EFFECTIVE DATE: 05/11/2020
Approved by: NWDB - Executive Director	

BACKGROUND:

In their September 7, 2019 article, “*US federal agencies to go paperless by 2022*” the Global Government Forum reports, “The Federal Government spends hundreds of millions of taxpayer dollars and thousands of hours annually to create, use, and store federal records in analog[ue] (paper and other non-electronic) formats. Maintaining large volumes of analog records requires dedicated resources, management attention, and security investments that should be applied to more effectively managing electronic records”.

The OMB directs agencies to “transition record-keeping to a fully electronic environment that complies with all records management laws and regulations” and it calls on them to “develop plans to close agency-operated storage facilities for paper and other analog records,” asking for those records to transfer to NARA centers or commercial storage facilities by December 31st, 2022.

“Paperless System: MDOL supports a paperless system. A paperless system means that all documentation must be uploaded into the participant file in Maine JobLink. Doing this allows managers and Federal, State and Local Board staff to conduct file reviews from a central office without having to move paper files. This enhances data protection and cost savings as there are no paper files containing personally identifiable information that can be lost or must be stored.”

General Policy Guidelines

The Northeastern Workforce Development Board takes a proactive position in the case of electronic and online record keeping. The board is working towards the goal of storing 100% of its files electronically.

To be fiscally responsible and reinforce recording storage security and enhanced capabilities, the NWDB encourages its service providers to store all records electronically whenever possible.

The Maine JobLink allows for participant files to be scanned, uploaded and saved online. In the past service providers have managed two sets of files: one online and one in hard copy.