



33rd Annual Conference
Austin, Texas
May 23 - 27, 2010

Taking Your Administration to a Great State
Merit Award
Application and Criteria

Completed applications must be received by: March 15, 2010

We are requesting all applications be submitted electronically.

Send completed application electronically to: Jenny Acker at jennifer.acker@wisconsin.gov.

Criteria:

1. Any innovative changes in your office that have been implemented which allow the office to continue or increase its efficiency; or
2. Any technology innovation that improved the efficiency of the office, service to the customer or otherwise benefited the office.
3. Innovations submitted can include process/practice improvements, operational efficiencies, internal management procedures, fiscal management or work flow.
4. Only those innovations that have not been previously selected for recognition and which are presently in operation may be nominated (projects which are planned or currently under development are not eligible).
5. Application must be accompanied by a detailed description of the innovation and must demonstrate how it has enhanced your office. Award recipients will be given time at the 2010 IACA Conference to present their innovation.
6. While specific content of the submission is not mandated, application should include: an introduction, description, results of implementation, benefits (cost, production, or customer service), and lessons learned.

Jurisdiction: New York – Department of State Division of Corporations, State Records, and Uniform Commercial Code

Submitted by: Sandie Tallman Acting Director Div. of Corporations, State Records and UCC.

Date Submitted: February 25, 2010

Description of the Innovation:

New York State statute requires that records of incorporation be filed with New York State Department of State, Division of Corporations, in which NYS must provide a certified copy to the respective County Filing Offices. In an effort to reduce redundancy between New York State and county filing offices and to eliminate the annual paper distribution of nearly 120,000 corporation certificates currently mailed to the NYS county clerk offices the Department has completed a two-part project which allows for electronic distribution of corporate filings.

In partnership with Westchester County, the Department has successfully established an E-Corp web service to allow for machine to machine electronic distribution of corporate filings and associated index data fields. This project allows New York State to share with its municipalities fully processed documents (imaged and indexed) eliminating the need for additional indexing and imaging at the county level.

The Department has also created a website which is available to all county filing offices which allows them to download certified electronic images with associated text file of key index data fields as well as associated revenue reports. This option is ideal for counties with smaller filing volume.

In addition, the Department has made available to all counties upon request, a complete historical index of all corporate filings currently recorded in the Department of State's database for the specific county as well as electronic images for their individual county dating back to January 2002.

Results of Implementation:

To date Westchester County is currently taking advantage of the E-Corp Web Service and they are realizing significant cost and efficiency savings through this initiative. Some of the smaller counties have taken advantage of the download option and are also realizing cost and efficiency savings.

In addition, the Department of State is beginning to eliminate paper distribution and is starting to realize savings through reduced postage, printing costs and associated staff resources.

Benefits of the Project:

These initiatives will allow for significant cost savings to both New York State and New York State County Clerk offices through reduced redundancy, expedited processing (five business days as opposed to 15-20

business days for paper distribution) and improve efficiency resulting in reduced personal service costs, costs of postage and material resources.

This initiative also supports New York State's go green initiatives through substantial reduction in large scale paper distribution.

Lessons Learned:

In times of fiscal austerity with State and local governments often vying for scarce financial resources, stepping out of the box and working together towards common goals and shared efficiencies can have tremendous results and foster an environment where state and local governments can work together to face the most difficult of challenges.

Awards will be presented at the 2010 IACA Conference.

Award recipients should be prepared to give a brief presentation about the development, implementation, and benefits of the innovation.