

## Information is a snap in Lakesite with ClerkBase online program

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In her last job, as town clerk in Charlestown, RI., Jodi LaCroix cared for community records as primitive as 1738. But it wasn't as cumbersome as it might have been, thanks to ClerkBase, an online records management program that makes searching for minutes, ordinances or any other documents a breeze—fostering an enhanced level of transparency for Lakesite's staff and citizens. When she retired from Charlestown in 2011 to become Lakesite's city recorder,

LaCroix decided to introduce ClerkBase to the Tennessee community.

"It's so easy now to search minutes, the code and charter, it's phenomenal," she said. According to LaCroix, residents are commenting on Facebook about the ease of using the program.

"People want to know what's going on, and this makes it so much easier. If somebody wants to see something in the code on a Saturday night, they can just go look it up for themselves. That's what we're really trying to do; we want to be transparent," she said.

As the first Tennessee city to use the program, ClerkBase allows the public, as well as city hall, to access, search, retrieve and print public information quickly. The program has a Help button, for those who need assistance, and has telephone and email support for all users - including the public if further assistance is necessary, LaCroix also said she's happy to walk citizens through the experience by phone.

"Citizens no longer have to get up and get dressed to come to commission meetings. They can read the agenda and the minutes from home and determine if they want to attend to make their opinions known," she said.

ClerkBase' client base includes reputable organizations such as the International City/County Management Association, International Institute of Municipal Clerks and the New England Association of City and Town Clerks.

Based on the volume of information, the ClerkBase fee for each city will be different. Lakesite paid just under \$5,000, LaCroix said.

"Everything is stored on their server, and we have the hard copy backups here," she explained. The town also plans to add all its minutes dating back to Lakesite's 1972 incorporation, along with the town's Resolution and Ordinance books.

ClerkBase also handles agenda management, board and commission tracking and video streaming of meetings.

For more information, check out the ClerkBase website at [www.Clerkbase.com](http://www.Clerkbase.com) or call 866-676-9486.



Lakesite City Recorder Jodi LaCroix stands beside "the vault" containing the city's hard copy records. Today, the ClerkBase online records management system stores Lakesite's records, where city staff and citizens may download and print copies of minutes, council packets, ordinances and other documents quickly and easily.