

Clerk

Modern legislative workflows designed for clerks



Fast Facts

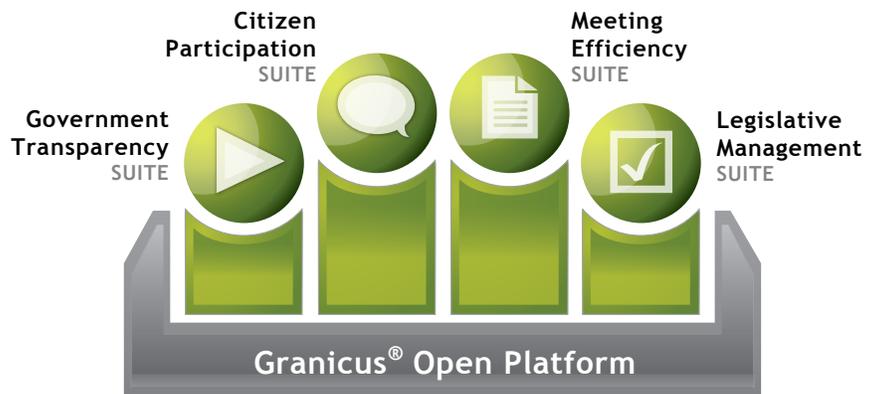
- **2,000+** clerks use Granicus for minutes, agenda, and legislative automation
- **1.7 Million** legislative files are managed online through Granicus
- Clerks are saving an average of **329** hours per month with Granicus

How can you benefit?

More than ever, government clerks, secretaries, and records managers want to perform their jobs with the highest levels of speed, accuracy, and transparency. This is particularly important because they oversee vital parts of the legislative process, including managing legislation, maintaining a historic record of government actions, and ensuring this information is properly archived and accessible to the public. Without the right efficiency tools, this work can be extremely time-consuming and costly to manage. Granicus can help!

“This may be the most efficient piece of software I’ve ever dealt with. It’s dropped the workload of one of our staff members by 40%. ”

- Jim Owczarski
Deputy City Clerk
City of Milwaukee, WI



Benefits



Increase your legislative performance.

Governments rely on clerks to oversee the legislative process in the most organized, effective way possible. Granicus wants to help you achieve this with legislative technologies that are proven and trusted by thousands of clerks. Our end-to-end solutions automate the way you capture, manage, and track legislation from inception to final approval. We also integrate innovative tools, such as video, search, touch-screen voting, an iPad app, and even citizen collaboration, to ensure your processes are efficient as well as innovative.



Save time, boost productivity.

Produce the best results with the least amount of time and effort. Granicus technology is designed to help clerks save time and boost productivity in every part of the legislative and public meeting process, including agenda creation, electronic approvals, packet assembly and delivery, minutes creation, public comment management, and historic document and records retention. We replace manual processes with a completely digital, end-to-end workflow. On average, these tools help agencies save 329 hours per month!



Reduce paper, printing, and filing.

Governing bodies are constantly looking to adopt green technologies to cut costs and improve sustainability. Granicus provides the most comprehensive solution to leverage paperless legislative workflows across your organization. Our digital formats for minutes, agenda packets, and online archiving dramatically improve legislative tracking and retention. It's also healthier for the environment and easier to manage! Another great way to reduce paper and drive efficiency is by viewing your digital agenda packets on our new iPad application, iLegislate.



Maximize data accuracy & compliance.

Maintaining the highest quality legislative data is imperative. Granicus is designed to help you ensure the accuracy and compliance of your public records. By providing built-in automation for legislative file management and minutes annotation, we can help you dramatically reduce

transcription error. Granicus can also publish and retain your records in accordance with open government rules and regulations.



Create a powerful online research center.

Granicus conveniently connects citizens and staff to the legislative process through a centralized repository on your website. Visitors can quickly search policy items by keyword, watch related debates, read staff reports, and track them through every stage of the decision-making process. Governments also get a comprehensive and secure repository to centrally store their legislation, documents, and videos. Not only is it a powerful research tool for the public and staff, it helps significantly decrease information requests.

Recommended Solutions for Clerks



Government Transparency Suite

Online tools for open government research, powerful reporting, iPad & mobile media



Citizen Participation Suite

Electronically capture feedback on upcoming meeting agenda items



Meeting Efficiency Suite

Live & post-meeting management tools, meeting process automation



Legislative Management Suite

Total agenda management: automation of the entire legislative clerical process, including referral and approval workflows

Recommended Professional Services



On Location Webcasting Services



Outsourced Indexing



Minutes Annotation Services



Transcription Services