

1 **Q. Tab 6.1 2015 Application Enhancements-Property Records Management System**
2 **Improvements**

3
4 **Does Newfoundland Power keep track of document usage under its current system?**
5 **If so, in the last 2 years, how many trips to the secured vault were required?**
6

7 A. Document usage is not tracked under the current system. The application currently being
8 used to manage the property records, known as PRMS, allows employees to search a
9 database for a catalog number that identifies a specific record.¹ The original paper record
10 must then be manually retrieved from the secured vault and an electronic or paper copy is
11 created. The original files are then returned to the vault. The original files are not
12 distributed to users.

13
14 Newfoundland Power does not track the number of trips employees make to the vault that
15 houses the Company's property records.
16

17 The existing property management system is used on a daily basis and the Company
18 estimates the new system will enable 7 to 8 hours of labour savings on a weekly basis. In
19 addition to labour savings, the new system will also maintain the integrity of
20 Newfoundland Power's property records, some of which date back over 60 years.

¹ PRMS also allows an employee to create a catalog number for a new document. There is no login process to identify users and therefore no record of searches completed or catalog number being created.