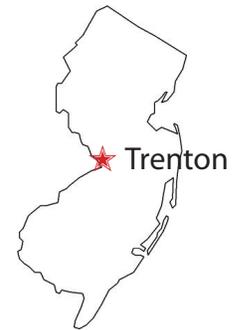


Capital of New Jersey's City Clerk Selects ShoreScan Solutions

Trenton, NJ – ShoreScan Solutions is honored to have earned the confidence of Dwayne Harris, City of Trenton's Clerk. After a review of all the potential vendors to provide a secure digital document archive, Mr. Harris selected ShoreScan Solutions.



“ShoreScan was the best option for the City based on prior experience using the service (in the Borough of Atlantic Highlands), long-term cost savings, back-up CDs for our protection and excellent service,” said Mr. Harris.

Before the decision, Mr. Harris entered the position with a largely paper-based office environment. So, it was clear that in order to improve productivity, efficiency and security, a digital platform was a must.

Today, with small desktop scanners and a dedicated staff, the City of Trenton is approaching 10,000 pages of city records stored in just a couple of months.

Way to go Trenton!



Carmen Santos, Dwayne Harris, and Ken Carlsen

ShoreScan Updates Website and User Manual

Recently, we added two new tabs to the website: *Be Prepared* and *Success Stories*. *Be Prepared* is a helpful tool to better understanding some of the inherent risks to your records face. Plus the web page includes links to websites to help remedy some of those issues. *Success Stories* talks about ShoreScan customers and how we are helping them improve record storage, security and access.

The User Manual is written by Ken Carlsen, owner of ShoreScan. It provides information about the regular day-to-day functions, how to get the most out of them, and strategies on how to organize based on typical retention schedules.



ADDED BONUS: Quick User Guide for all new users included.

Top 10 *Positive* Experiences You Will Have as a ShoreScan Client

Over the last eight years, we have seen some amazing transformations of our customers when it comes to record access, storage, cost savings, accountability and security. The following list is in no particular order and varies from customer to customer depending on application of the service. Either way, experiencing a couple of these is a big improvement to paper or digital folder storage.

- 1. Avoid costly litigation.** When a ShoreScan client did an OCR word search, information was revealed that was critical in resolving an issue that could have been a costly legal matter.
- 2. Audit document production** was done in 20 minutes. Searching digitally and saving to the auditor's stick drive saved about three days of work for an already over worked Finance Director.
- 3. Interns scan** thousands of pages and ShoreScan loaned the equipment to the town as a part of the ITern Foundation program and a little goodwill to support the effort.
- 4. Clerks are redacting** without making a single page of paper and then sending via secure email.
- 5. Connecting town officials to records** (with no license fee) in an effort to save paper, toner and delivery cost. Another net-benefit is the time the town office staff saves when these requests start to diminish over time.
- 6. Fine-tune the budget process** with actual inspection of invoices and purchase patterns.
- 7. Elected officials add to legacy** by modernizing record management to improve security and transparency.
- 8. PDF to PDF/A format conversion.** The majority of scanned documents are PDF. However, the PDF/A (for Archive) format of PDF is desired for the archiving of records. We have several ways to do this during the upload process.
- 9. Customers are saving time and money** by having many ways to build their document archive. Uploads (scanning) can be done by self, part-timer, volunteer, intern, contractor or by an approved scanning company. Either way, you are in control.
- 10. Viruses and Ransomware** have hit our customers this year and there was **NO IMPACT** on ShoreScan records. In one case, when the scanner drivers were deleted, we reinstalled on-site at no additional cost to the customer.



TECH TALK

“Cloud or Not 2 Cloud”

The question asked is “What is the Cloud”? Basically, it’s the use of another computer or network via the Internet. Is ShoreScan the “Cloud”? By definition, yes. However, there is a significant difference. Typical “Clouds” provide limited or no information on location or how they operate.

With ShoreScan, customers know exactly where the documents are, how protected and even get a backup disk at the end of the month for their protection. It’s like an extension of your network only without the high cost of doing it yourself.

NEWS FROM THE **LOST**

Hallwood Loses Records in Car Fire

In October 2017, WBOC-TV reported that town documents of Hallwood, Virginia, were burnt in the town clerk’s car during a fire. Only a box of insignificant papers was left and now the town has to reconstruct the lost records and start over.



NEVER SAY NEVER . . . Are your documents safe?

SCANNER SPOTLIGHT

Canon’s NEW DR-M1060 11x17 Scanner

**GREAT for ledger
and permit documents!**

Customers have been asking about a scanner that can handle the oversized paper typically found in accounting ledgers and permitting departments. This scanner is perfect for not only the larger paper, but for production—it scans at **60 pages per minute**.



For more information and a PDF of the scanner brochure, visit the Scanner page on our website **ShoreScan.com**

Seasonal, Part-Time and Retired Employee Records . . . and you need them ASAP!

How many times over the years did the person in Human Resources get the call about someone who worked for the organization and the records were either buried or non-existent. Worse yet, there was no recollection of this person at all.

HR departments of all sizes are now taking advantage of **ShoreScan’s record archive technology** to keep fully searchable digital copies of these records spanning decades. Examples are seasonal police on the Jersey Shore, water park employees on the Chesapeake in Maryland, catering staff in Washington DC and even just regular FTE staff.

Our service will help with HIPAA compliance and confidentiality by using our on-screen redaction and annotation tools during a production request.



Return On Investment News

For a Limited Time ShoreScan Offers "Flex-Pay"

If money is the reason for delaying your investment in securing critical records, we have a solution.

To make our service affordable to everyone, we are going to take our Initial Training and Set-up Fee and break it into **TWO installments over TWO budget years**. Monthly service fees will commence at the time the set up takes place and the FREE Scanner is still in the program valued at \$649.00.

Contact Ken Carlsen at 800-774-7226 or ken@shorescan.com to discuss the details of the program, which may vary based on budget year. Flex-Pay expires 6/30/18.



2018

This is the year to modernize, protect, and gain *INSTANT* access your records.

If we can make it affordable for a town with less than 200 citizens, we can make it **AFFORDABLE FOR EVERYONE.**

Why is ShoreScan Different?

If you fail ... we fail.

There is no greater commitment to your success than this.

OVER
\$1000
VALUE

NEW CUSTOMERS

receive

FREE SCANNER

AND

8 HOURS OF ON-SITE SCANNING by a ShoreScan Pro!

*Limited Time Offer.
Terms and conditions apply.*

City of Trenton selects ShoreScan Solutions!



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