ShoreScan's NJ Public Clients Maintain Perfect Record Attaining State Registration

This registration has a migration path component, Therefore it is understood that the aforementioned agency May destroy all short term, long term, and non-historical permanent original records after image processing.

Irwin Nadel
Chief of Operation
Division of Revenue and Enterprise Services-RMS
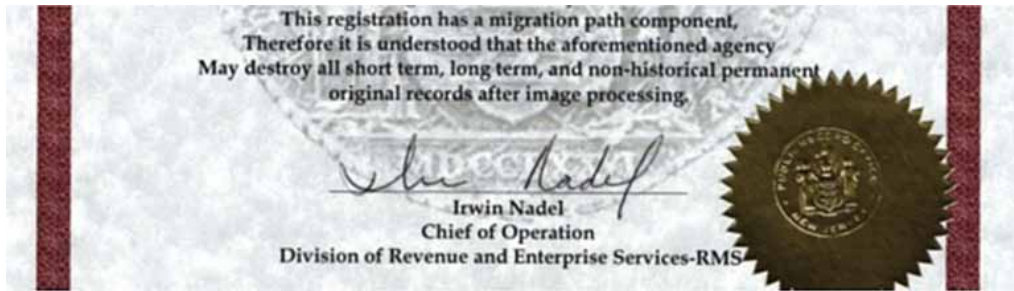
For New Jersey public agencies digitizing their paper records, it's critical they attain *"Registered with Migration Path"* with the State. Fail and they are forced to retain the paper records as backup or pay to have them copied to microfiche. ShoreScan has a perfect record in guiding their New Jersey public agency clients in achieving this certification with the State of New Jersey for those that choose to do so.

If you are seeking a way out of the paper-records trap, with its wasted usable space, offsite storage fees and inefficient manual processes, contact ShoreScan Solutions to understand how leading New Jersey public Agencies are addressing this today.

City of New Carrollton (MD) internship program with ShoreScan results in over 15,000 scans in a month.

City Administrative Assistant Areceli Guzman *(standing)* and Ken Carlsen *(right)* worked with two very talented and hardworking college interns to digitize and host over 15,000 pages of permanent records for the agency. The interns were a part of the Prince George's County Summer Youth Enrichment Program. ShoreScan provided free loaner scanner and training. Great job by all and, better yet, is the experience these young people gained for the future.

Simple and Intuitive Features Make this Digital Archive Very Friendly

One of the major problems with technology is complexity. Our service provider (eBridge) combined with a ShoreScan specialist makes this solution a synch for any user at almost any level. Here is a quick highlight of each activity on the menu bar.
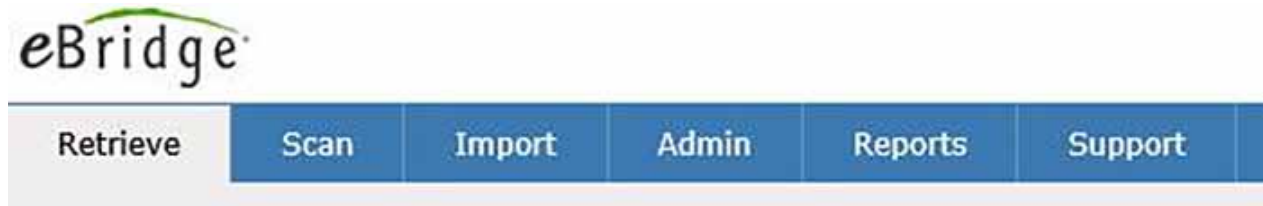
Retrieve: Seven index values and OCR word search on all PDF images in the Archive.

Scan: Simple window interfacing with a desktop scanner makes the imaging process fast.

Import: Upload files of any type.

Admin: Administrative user has complete control of the entire Archive and all who use it.

Reports: Documents, tracks and quantifies the functionality of the Archive.

Support: FAQ's, video training and support lines to call for human assistance.

As you can see, the industry is moving away from complicated software-based systems that require the agency to not only to update, but secure. This can become very expensive and hard to manage.

Our method is a proven winner (unlike others) with hands-on training, documentation and continued support. Because we are a service provider and not a "product," we are completely vested in your success. If you are not successful neither are we.

NEW Article Series: Volume 2

ShoreScan and Information Governance: What are Tangible Benefits to Information Governance (IG)?

When an organization implements IG either departmentally or on the enterprise, the benefits will include management of risk, reduction of cost and to maximize the business benefit.

- **Management of Risk:** Simply stated the improvement of reducing probability of loss.

- **Reduction of Cost:** Depending on the solution, the cost savings can be "hard," such as lowering storage cost, or "soft," such as improving efficiency in searching or time.

- **Maximizing the Business Benefit:** Not all record archive solutions can produce a tangible value to the organization. The ShoreScan solution can make such an impact that the cost reductions can actually pay for the monthly service fee.

One of our ongoing examples is reducing time during an audit or responding to a PIA or OPRA request. Contact us if you would like some references on how we have made significant improvements to day-to-day operations.

Examples of the
"Business Benefit"
ShoreScan can provide:

It never ceases to amaze me about the stories my customers share and the opportunities we are asked to consider.

Town Clerk helps save boat with ShoreScan

Town of Charlestown (MD) has a municipal marina and all the records are scanned and stored with ShoreScan. While stuck in traffic on 95, the Town Clerk received a call about a boat in distress at the marina. Giving the phone to her teenage daughter, she navigates the eBridge Android App, logs on and retrieves the slip holder agreement. She calls the boat owner, and they are able to resolve the problem before it was too late. The ability to get to critical documents in a pinch was the difference. What are you going to do in the next "pinch"?

ShoreScan to Link 28 Volunteer Fire and Rescue Stations

Washington County (MD) Volunteer Fire and Rescue Association is responsible for the funding of these entities. In doing so, they sift through mountains of paperwork to produce the required evidence to get money. After our solution is set up, local stations will upload these records making a dramatic reduction in time, effort and accountability when supporting our first responders. How many processes do you have that literally consume enormous amounts of effort?

ShoreScan Community Activity

We have supported a local middle school band for five years raising over $15,000 for the students. This year, a $2,000 donation was made to help buy a tuba for a young person who could not afford to buy or rent one.

Company **News**

ShoreScan & IMR Digital process and archive over 200,000 pages of student records for Denville School District

Per New Jersey State Retention Schedules, student records must be kept 100 years, so the Denville School District selected ShoreScan as their archival platform and IMR Digital to handle the scanning.

With the student records now digitally archived and the paper eliminated, the focus now turns to financial and other important records.

Conservation District will use ShoreScan for land-use records

Protecting and conserving our lands from over use and building requires robust documentation and storage. ShoreScan has been selected to provide a searchable database for these records to streamline the process and to reduce the inefficiency of working in a paper format.

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