ShoreScan*NEWS*

The Borough of Atlantic Highlands, New Jersey, Partners with ShoreScan Solutions

Earlier this year, the Borough of Atlantic Highlands selected ShoreScan Solutions as its vendor to provide a hosted digital database solution for the retention of Borough records. The relationship started rather untraditionally when Eric Carlsen, from our New Jersey office, made an impromptu visit to Clerk Dwayne Harris. As many agree, "luck" is the intersection of good timing and opportunity. During their brief meeting about digital record retention, they realized there would be tremendous savings for Atlantic Highlands compared to software or using a scanning service.

Currently, the Borough has two hosted database systems with ShoreScan: a database for administrative records and a second for property documents sorted by block, lot and street name, etc. In the near future, a third system is planned for the marina to protect all records related to boats, insurances, EPA and maintenance.

Change How Businesses Use the Public Information Act(s) at Town Hall

During our many visits to small municipalities, we discovered a common trend. Clerk's Offices are overwhelmed with permit requests. Large pet companies, window salespersons, and contractors make monthly requests via email for newly filed permits. While this method mitigates costs to the requestor, the Clerk's office has the burden of pulling the permit(s), making copies, redacting confidential information, making another copy, scanning and then sending the records out via email. This is labor intensive and time consuming. We have a solution to this repetitive task.

See our article on page 2, "Annotations on the FLY" for the perfect solution.

Solve the OPRA/PIA requests FAST… while keeping confidential information … confidential.

In the previous section, we talked about how businesses can inundate the Clerk's office with cumbersome permit requests. So how is the problem solved? The intuitive Index Search interface allows the search of all documents tagged in the system as Permits *(see page 3)*. When the search on Permits is complete, the Permits are merged together into a single file with only a couple clicks. However, some OPRA /PIA requests have confidential information. Let's take the permit request and use the same concept with a request for an employment application.

Request: John Doe's employment application for the Public Works job.

Note: They are interested in completed education and previous job responsibilities most likely because they didn't get it….

Complete the request with a quick search of the application, open and use the on screen annotation redaction tool to remove the confidential information and highlight the education and job history. Use the "add text" tool to make a notation on what was redacted.

Respond to the request:

1. Print it with all the redactions and annotations.

2. Use the email tool and create a secure link. Cut and paste into your email and send. When the requesting party opens the Link, a note in the audit trail will be made as proof of receivership.

The task was completed in a couple of minutes— saving both time and expense. The Clerk no longer loses time making copies, using a marker to redact, making another copy (not always 100% redacted), scanning, emailing and then filing the paper response somewhere.

NEW Article Series

ShoreScan and Information Governance: Understanding the challenges of managing information and how technology improves the situation.

FACT: There are massive problems in the siloed tools (paper and electronic) of information that present duplication, risk, unnecessary cost, lack of organization and the complication of sharing this information securely. Furthermore, regulatory agencies are putting pressure on the smallest of organizations to comply with ever-changing standards.

According to AIIM©: "Information Governance is the establishment of enterprise-wide policies and procedures and the execution and enforcement of these to control and manage information as an enterprise resource."

This concept starts the conversation about how to develop the best practices for the retention, access, searching and security of records. ShoreScan has solutions for information governance.

More to come in the next newsletter. • To learn more, please contact ShoreScan Solutions.

Records Available Instantly

Simplicity and organization are critical for success. Depicted here is our customer search interface configured for a small municipality or business.

Index Search

This feature groups documents together by logical identifiers and drop downs tell you what fields are available to search on.

Text Search

Uses optical character recognition (OCR) to search the entire database.

Proven Experience Reduces the Start-Up Considerably

Based on prior successes, we have the ability to use proven templates to help configure the organization of your system.

ShoreScan Representatives are Information Governance Practitioners
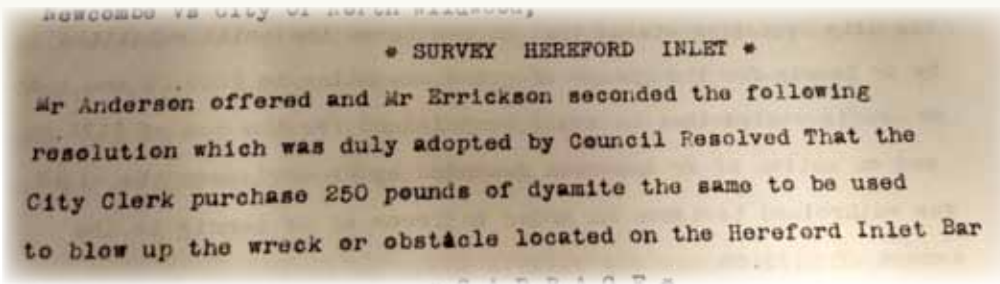
Earlier this year, all key personnel of ShoreScan Solutions became Certified Information Governance Practitioners. We felt that as a company, it was important to understand the products, services and processes of our customers when making important decisions. When considering ShoreScan as your vendor, know that we stand far above the local copier company as a total solution.

Company **News**

City of North Wildwood . . . Six Months Later

"Not only is ShoreScan helping us preserve our documents, but through the scanning process we continue to discover important and interesting tidbits about the history of our City. For example, during a recent Nor'easter, an old building on the water in a neighboring municipality collapsed into the inland waterway. There was much speculation about removing the obstruction from the waterway, and I was able, through searching our scanned minutes, to show how obstructions were removed in the old days: the City Clerk would be authorized to buy dynamite and blow them up! ShoreScan continues to be a great benefit for our City, not only as an additional backup for our documents, but also for preservation, OPRA requests and historical research."

—W. Scott Jett, RMC, CMR
City Clerk, City of North Wildwood, NJ

```
Newcombe vs city of north wildwood,

                    * SURVEY  HEREFORD  INLET *

Mr Anderson offered and Mr Errickson seconded the following

resolution which was duly adopted by Council Resolved That the

City Clerk purchase 250 pounds of dyamite the same to be used

to blow up the wreck or obstacle located on the Hereford Inlet Bar
```

Contact Us: Toll Free 877.774.7226 • info@ShoreScan.com • ShoreScan.com

Our Partners: eBridge · Canon · Coloftrac *Our Business is Your Image*

Metro ShoreScan™

506 Main Street, Floor 2,
Boonton, NJ 07005
908-581-3135
eric@shorescan.com

Mid-Atlantic ShoreScan™

P.O. Box 114,
Stevensville, MD 21666
877.774.7226
info@shorescan.com