

The City of North Wildwood and ShoreScan two years later . . .

Two years ago, Scott Jett the City of North Wildwood's clerk/historian selected ShoreScan Solutions as the off-site digital document archive service.

Let me give a little bit of history first. The City of North Wildwood is a beautiful Atlantic Coast resort location. Storage concerns were proximity to the ocean, multiple storage locations, and access to critical records. ShoreScan quickly became the perfect solution.

On a regular visit to the area, I stopped in to get caught up on progress and to discuss other departments where ShoreScan could improve record storage and access. In his own words, here's what Scott has accomplished:

"In 1906, the first typewriter was introduced to the City, so we scanned all the minutes from now to then. Keep in mind, each book is about 500 pages. So we purchased the 40-pages-per-minute scanner with a goal of completing one book per week. On average, it took about an hour a week to scan and upload a book. The project has been completed for some time now. The end result is instant searching,



Jennifer, Ken and Scott with one of the original minute books dated in the early 1900s.

security if the building burns down, and fast OPRA replies. A definable change in a once cumbersome process and well worth the investment."

Since then, ShoreScan has successfully duplicated the service in West Wildwood, Wildwood Crest and many more.

We like to consider Scott a "One-Man Scan'd" since he was basically responsible for scanning over 53,000 pages of critical and historical documents inside his regular duties . . . WOW!

ShoreScan Launches Free Web-Based Training



To better serve its customers, ShoreScan will be conducting scheduled online training segments to enhance the user experience and value of the service. The sessions will be limited to 20 minutes and will cover topics such as protecting confidential information, third-party limited access and speed scanning techniques.

ShoreScan customers: expect an eVite in the coming weeks.


The Information Request Nightmare – Search, Copy, Sharpie, Copy, Copy, File **STOP!**

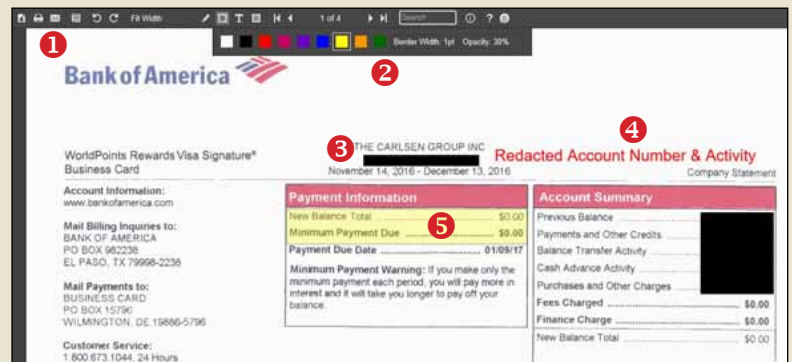
If the PIA, FOIA or OPRA isn't a total day crusher already, look at the paper process you have to navigate within a limited timeframe. And even after the production is complete, there's the issue of the "re-file" only doubling your paper.

In the case of North Wildwood, Scott Jett is using a search engine like the one shown to the right to locate all the records with ShoreScan. Segmented into logical Indexes and supported by customer-installed drop-down lists, the search for records could not be simpler or faster.

EXAMPLE: Below is a document request related to financial balances on a VISA statement. We are using an actual statement from The Carlsen Group, Inc. stored on the ShoreScan corporate account.

Here's what you are looking at:

- 1 The VIEWER is compatible with all Internet browsers and launches upon request.
- 2 The center of the menu offers several tools to annotate the document in the window.
- 3 Select the  tool and black to redact the account number and activity information.
- 4 Use the **T** (text) tool and red ink to notate the reason for the redaction.
- 5 Lastly, select yellow to highlight the pertinent information.



All of these services are incorporated into the basic functionality at no additional cost; yielding a significant improvement in time and cost of production. Protecting confidential information is a critical responsibility of all customers.

After the final edit, it can be printed and/or emailed to the requesting party. Completing the process, the record can be uploaded back to the system as proof of production. All this is done in minutes and not hours and at minimal cost and effort.

ShoreScan – Let's get started . . . Here's one option:



Rome wasn't built in a day and neither is this. So, let's be practical. Taking a "going forward" start—focus on permanent, financial and important records. The other focus is on the "WHAT IF." Some towns after Super Storm Sandy put everything—such as COOP Emergency plans, FEMA, insurances, contact information, etc.—into the system in case that ever happens again. We have a complete "Guide to Success" for all new customers, so you are not alone in this effort.

Staff at Cape Charles, VA Image Plans and Maps

Where the Chesapeake meets the Atlantic is the beautiful bayside resort town of Cape Charles on the Eastern Shore of Virginia. Similar to our concerns for all coastal towns, Cape Charles has set up two ShoreScan accounts—Administrative and Property.

Property files are sorted by address or block & lot. Permits, plans and maps are an integral part of the total record, so they rented our 42" wide scanner for the over-sized documents.

Pictured below are Connie and Taylor with our ColorTrac 42" and a Canon DR-225c desktop scanner doing a fantastic job.



SCANNER SPOTLIGHT

The Right Equipment Makes a Difference... and it's FREE*

In 2015, we incorporated into our affordable set-up fee the Canon DR-225c commercial grade desktop scanner. Its compact size fits almost any desk arrangement and packs a productive scan rate of 25 pages per minute. Other features:

- Scans both sides.
- Color and B/W.
- Auto sensing the length of the page.
- One-year factory supported warranty.

Our "turn-key" service includes shipping, installation and configuration to ShoreScan.

*Free Scanner is included with a new 2 year service agreement for new customer accounts only. (Valued at \$649)



Please visit our website
ShoreScan.com

Wastewater and Water Treatment Plant Record Protection and Archiving with ShoreScan Solutions

In a continued effort to help municipalities standardize record archiving, our customers began to ask more about the WWTP side of record storage. The concern was continued pile up of paper records and liability of loss that carries significant penalty.

So, considering the legal, financial and environmental aspects, security and access to records is absolutely critical.

Daily reports, monthly reports, and grants & maintenance records are some examples of records vital to a successful operation. In many cases, operators are required to share considerable volumes of documents with another agencies, such as the EPA.

ShoreScan not only acts as a secure "back-up" for all the hand-written reports and documents, it also is a sensible tool by providing limited third-party access (by another agency such as the EPA). Adding to YOUR accountability is a full audit report of who and when the document was retrieved.



Return On Investment **News**

Finance Office saves time and money during annual financial and energy audit with ShoreScan



The Finance Office in The Town of Centreville, Maryland, is at the annex about a mile from Town Hall. ShoreScan was hired to assist in the seamless integration of records between the two locations and also played a significant role in two recent audits.

Ashley Russ, Town of Centreville Finance Specialist, explained how

easy it was to provide documents for the towns financial and energy audits. *“Our last document production for the audit was simply a download from ShoreScan and saved to the accountant’s USB flash drive. I was able to provide all the documents requested and not have to leave my desk—it took about 20 minutes. Taking this one step further, our annual energy audit by Washington College used to be a day on-site making copies of all our Delmarva Power and Solar City invoices. Now they have access on ShoreScan, allowing them to view the documents that they need and giving me back my time and costs associated with the audits.*

NOW we are really SAVING ENERGY!”

Why is ShoreScan Different?

As a true partner and service provider, we are only successful if you are. And unlike folders, software and servers, you will have an Internet/mobile device ready archive at your fingertips always.

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Terms and conditions apply.*



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See Inside: City of North Wildwood scans over 53,000 pages of documents dating back to the 1900s!