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## Queenstown approves digital document storage contract

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**QUEENSTOWN** — The Queenstown Town Commissioners have voted to approve a contract with Stevensville-based ShoreScan for a web-based document management system that will digitally store town documents and make it easier to retrieve them.

The commissioners voted unanimously to approve the contract at their Nov. 23 meeting. Under the new system, town documents will be scanned and stored digitally off-site

and be accessible by computer.

“We feel we have negotiated the best contract possible,” said Pat Bowell, interim chairman of the Queenstown Finance Committee, which has been looking into the matter. In her report to the commissioners, she recommended acceptance and said the town should begin training people to begin the scanning.

Bowell said there is already a committee of three citizen volunteers willing to be trained and do the scanning. She explained that at the request of former Commissioner

Mitch Keiler, the committee also looked at several other vendors and felt that ShoreScan offered the best opportunity for the town.

Paper documents dating to 2002 are currently stored in the basement of the town hall while older documents are in storage elsewhere. Retrieving documents is a time-consuming process that involves a person physically going to the basement, locating the document, bringing it to the office and later returning it.

Commissioner Mike Bowell told his colleagues earlier the new system

will work much like a library in that documents can easily be searched using a cross-indexing system. He also said it would help in the town’s auditing process.

He said the town was approached by ShoreScan president Ken Carlsen about the possibility of signing up for the service. The company is part of The Carlsen Group, Inc. a technology company that has been doing work on the Eastern Shore since 2005.

It is a partner of eBridge Solutions which Carlsen called the “best web-

based document management solution” he has ever been associated with.

“Queenstown will be our first local municipality,” Carlsen said. “New Carrollton, Chesapeake Beach and Secretary, Maryland, are well on their way to saving time, reducing cost, and become more ‘green’ in the process.”

The cost of the system to the town depends on how often it is used, but Mike Bowell said there should be no problem making it “compatible to our budget.”