

The Complete Guide

# Government Records Scanning

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## Introduction

From employee records to government contracts and everything in between, government institutions are responsible for managing a wide array of documents, many of which must be preserved securely for extended periods of time.

This presents unique challenges for agencies who must effectively manage and store these documents, often on a shoestring budget and with limited staff.

While the private sector has made significant strides toward paperless operations, many government institutions still wrestle with antiquated systems, coupled with the added complexity of public compliance and scrutiny.

Compliance with privacy protection laws and federal regulations have not only necessitated a focus on data security and operational efficiency but have also introduced complexities in the digitization process.

Given these constraints, the adoption of a reliable and secure document scanning service can be an invaluable asset for agencies looking to modernize their record keeping practices..

# The Problem with Paper Recordkeeping

The reliance on paper records and manual workflows introduces a variety of issues that impede the efficacy, cost-efficiency, and reliability of public service operations.

## Poor Accessibility

Quick access to essential documents is often crucial for timely decision-making and service delivery. Paper records hamper the availability of real-time data, affecting everything from resource allocation to emergency response protocols.

## Human Error and Data Inconsistencies

Paper record keeping invites human errors like misfiling, document loss, and inconsistent data entry. Mistakes like these can result in inefficient services, unnecessary delays, and potential risks to public well-being.

## Storage Expenses

The need for physical storage space becomes a growing concern as paper archives grow. The costs of maintaining such large volumes of data is an unnecessary financial drain a sector where fiscal responsibility is paramount.

## Incomplete Data Sharing

Paper records are often not compatible with digital databases, leading to information silos that hinder comprehensive data analysis and decision-making. This fragmentation can affect everything from budget planning to policy development.

## Compliance Challenges

Paper records pose unique challenges to maintaining compliance with privacy and data security laws. With physical documents, controlling unauthorized access becomes harder, and the risk of accidental loss or destruction is elevated. Adherence to state and federal regulations can be cumbersome and labor-intensive in a paper-dominated environment.

## Data Degradation

Over time, paper is prone to wear and tear, as well as damage from environmental factors like moisture and light. The deterioration of these documents can result in the loss of critical information, compromising the integrity of long-standing records and histories.

# Common Records Management Issues & Their Impact on Government Agencies

Records management is an important part of any organization's operations, but its impact is particularly pronounced in the context of public service. Not only do agencies need to maintain accurate and complete records, but they must also navigate an intricate web of regulatory requirements designed to ensure transparency, security, and accountability.

Whether it's legal documentation, public records, or sensitive internal communications, the mishandling of any of these can have far-reaching implications, affecting everything from public trust to operational efficiency.

Paper-based processes cost the federal government \$38.7 billion annually due to information capture and processing bottlenecks, according to a U.S. Chamber of Commerce.



# Common Records Management Issues & Their Impact on Government Agencies

## Data Silos

In many organizations, data is scattered across different departments and stored in multiple formats. This lack of cohesion complicates the process of retrieving, analyzing, and applying the information in decision-making processes.

For government agencies, fragmented data can severely hinder operational effectiveness and accountability, affecting everything from internal audits to public services.

## Inconsistent Data Entry

Typos, duplicate records, and inconsistencies in naming conventions are common problems that plague records management systems. These issues can create a ripple effect of inefficiencies and inaccuracies throughout the organization.

For government agencies, inconsistent data entry can lead to everything from budgetary inaccuracies to compliance failures, and even compromised security, and an erosion of public trust.

## Limited Accessibility

Records that are difficult to access can be a significant obstacle to efficient operations, forcing employees to spend an inordinate amount of time simply looking for the information they need.

In a public service setting, such delays can have serious consequences, affecting everything from emergency response times to the timely processing of public requests. Inefficiencies in accessibility don't just slow down internal operations; they can also have a direct impact on the quality of services provided to the public.

## Poor Disaster Recovery Planning

Many organizations fall short in disaster recovery planning, leaving them susceptible to natural disasters, cyberattacks, or other unexpected calamities.

The ramifications of poor disaster recovery planning in a government context can be both immediate and long-lasting. Data loss isn't just an internal problem; it has the potential to disrupt essential services and compromise sensitive information, exposing the agency to both operational failures and legal consequences.

# What Are The Benefits of Digitizing Government Records?

The shift from paper-based to digital record-keeping provides an array of advantages that extend to improved efficiency, greater security, and better service delivery for public institutions and the constituents they serve.



## Accessibility

With digital records, data is easily searchable and immediately accessible, streamlining internal operations and expediting public service requests.



## Regulatory Compliance

Digital records are easier to secure, track, and audit, simplifying adherence to federal and state regulations that require stringent data management practices.



## Cost Savings

Eliminating the costs associated with physical storage spaces, as well as improving operational efficiencies, leads to significant financial benefits over the long run.



## Improved Data Accuracy

The digitization of records minimizes the likelihood of human errors, such as misfiling or transcription mistakes, thereby boosting the reliability and precision of the data.



## Scalability

As the scope of public services and responsibilities expand, digital record-keeping systems can be effortlessly scaled, avoiding the logistical complications that come with paper-based systems.



## Data Security

Modern digital platforms come with robust security mechanisms like encryption and multi-factor authentication, offering an enhanced layer of protection for sensitive information.

# Outsourced Scanning vs. Scanning In-House: Which is Best?

## Scanning In-House

Choosing to digitize records within your organization means assuming complete control over the process—with your own staff handling every aspect.

### Pros

- Oversee each phase of the process to ensure it aligns with your organization's specific requirements and standards.
- Instantly access your scanned documents, since the entire process happens on your premises.
- Tailor the digitization approach to the unique needs and challenges of your organization.

### Cons:

- Investment in specialized equipment and software is essential, potentially straining your budget.
- Continuous upkeep and software updates are a must, adding to operational expenses.
- Specialized training for employees divert resources from other important tasks and raise labor costs.

## Outsourced Scanning

When you partner with a professional scanning company like SecureScan, we handle the entire process from collection to scanning, indexing, and secure data delivery.

### Pros

- Leverage the extensive experience and technical skills of professional scanning teams.
- Economies of scale often result in a more budget-friendly approach in the long term.
- Allow your in-house team to concentrate on their core responsibilities, instead of burdening them with administrative duties.
- Benefit from rigorous security measures that help ensure you meet and exceed regulatory guidelines.
- Advanced technologies and experienced professionals promise higher levels of data accuracy and overall quality.
- All maintenance of scanning equipment and software is taken care of by SecureScan, sparing your organization the time and resources.

# How Does Our Medical Records Scanning Work?



## 1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.



## 2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.



## 3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.



## 4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.



## 5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.



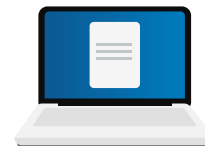
## 6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.



## 7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.



## 8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.



## Our Capabilities

Our document conversion process is engineered to meet the highest standards of data security and privacy regulations. We understand that handling sensitive records requires a meticulous approach, fortified by cutting-edge technology and an expert team.

Our team specializes in ensuring that the document scanning service we provide complies with the most stringent regulations. We promise not just to meet but to exceed your expectations for data security and quality.

### Services We Provide

- ✓ High resolution scanning and data extraction
- ✓ Microfiche, COM fiche, and microfilm digitization
- ✓ Optical character recognition (OCR)
- ✓ Transportation of documents to and from our facility
- ✓ Document preparation and reassembly
- ✓ Large format scanning capabilities
- ✓ Image enhancement
- ✓ Indexing & manual data entry



# Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

## Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

## 3 Person, Double Blind Data Entry

Our rigorous double-blind data entry and manual review processes guarantee unmatched precision in data capture.

## Dependable

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

## Experienced

Our experience in navigating the complexities of government records scanning ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

## Flexible

We understand that every organization is unique. That's why we collaborate closely with every client to ensure that the service we provide is tailored to meet their individual needs..

## Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service makes meeting your data privacy requirements easy.



## About SecureScan

Over the last 20 years, SecureScan has scanned tens of millions of documents for a variety of state and local governing bodies. Our experience planning and executing complex governmental scanning projects ensures that your project is completed to your specifications, in a process that is fully compliant with the relevant laws and privacy regulations.

Our service is tailored to streamline the document management process, enhancing operational efficiencies while fortifying data security—all without upending your existing workflows.

Our document conversion framework is specifically designed to adhere to rigorous data privacy regulations. With a focus on state-of-the-art, secure facilities and a highly trained team, we guarantee that the scanning services we provide will meet and exceed the most stringent standards for data protection and integrity.





Secure. Simple. **Affordable.**

Contact us online or email us at [info@seurescan.com](mailto:info@seurescan.com) to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

Let's Chat About Your Next project.

**(877) SCAN-DOC**

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