

# Document Scanning

## Background

- Document Scanning is one of the means we have employed over the last 5 years to modernize town government through increased digitalization and online access. Converting paper to digital records has the additional benefit of reducing the space needs in our municipal buildings.
- This year we completed the scanning of all the Town Clerk's land records. Those records are available online for review and download. COTT, the Town Clerk's software system, was used for that task.
- Our next priority is to scan Land Use department records.
  - Top priority is converting microfiche which contains historical permit information for Building and Health departments. The number of fiche cards is estimated to be between 17,000 and 25,000. These cards are used on a regular basis by realtors, title searchers, property owners and town employees.
- Other Town Departments, including DPW, Human Resources, First Selectwoman's Office will also be scanned.
- We have selected a company to perform the scanning. We will utilize a product already in use by Finance to provide the online, remote document retrieval capability to the public and Town staff.

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## Vendor Recommendation/Next Steps

- We obtained three proposals from vendors.
- Vendor of choice is Scan-Optics LLC
  - Provided most thorough review/estimate (visited office to view/measure fiche drawers, worked to provide high quality sample scans on some of our lower quality fiche)
  - Best price
  - Have contract with State of CT
  - Local (Manchester, CT)
  - Highly recommended by current clients
- The estimated cost based on the estimated number of scans is \$23,000.
- We have received a draft contract from Scan-Optics LLC and are reviewing it with Town Counsel. Would like to request authorizing the First Selectwoman to sign the contract once review with Town Counsel is complete.