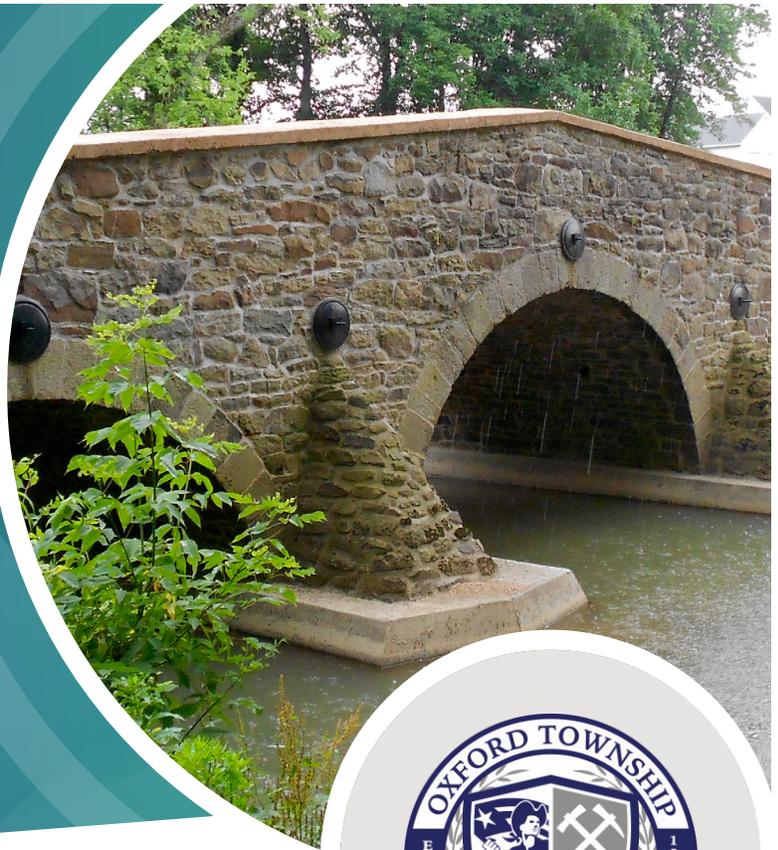


Client Success STORY

Oxford Township - Adams County

Scanning Solutions Take Municipality
Production to the Next Level



About Oxford Township

Incorporated in 1847, Oxford Township is a full-time municipality in Adams County, Pennsylvania. Located in a rural farming community, they have established numerous developments throughout the township and helped to increase the population for a more stabilized economy.

The Challenges

Before working with Higher Information Group (HIG), Oxford Township spent a significant amount of time and energy searching through hardcopy files, folders, and construction/engineering drawings (24x36") to obtain necessary information. In addition, the existing manual filing system made it challenging and cumbersome to do their job effectively.

Lack of digital files and proper organization also led to less productivity due to the time-consuming searches for tangible files. It also put them at risk of losing decades of information in the event of a fire, flood, or another unavoidable disaster.

Client CHALLENGES

- ③ Municipal files were only accessible as hard copies in numerous filing cabinets. This included files, folders, and construction/engineering drawings (24x36")
- ③ Searching for necessary information was cumbersome and time-consuming
- ③ Staff would often lose vital data because it was difficult to find or had been previously filed in an incorrect folder
- ③ Files took up valuable space in the office
- ③ Without digital file backups, Oxford Township was at risk of losing decades of information in the event of an unavoidable disaster

The Solution

HIG reached out to Oxford Township regarding their filing system. After evaluating the existing files, the Scanning Solutions team proposed a scanning and conversion plan to scan them, convert them to digital files, and securely destroy the hard copies.

The Project Involved:

- ③ A complete analysis of Oxford Township's existing files
- ③ A proposal to scan existing documents, convert to digital files, and shred remaining hard copies
- ③ The team at Oxford Township sorted their existing files into 28 labeled boxes
- ③ The scanned files were digitally archived and delivered to Oxford Township via two flash drives – in case a backup was required
- ③ The HIG Shred Team securely destroyed existing files
- ③ The process took approximately one month in total



The Results

After decades of working with an archaic and risky filing system, the team at Oxford Township can now access their files and information within seconds. Before the document conversion project, each file was placed in its own individual folder. Today, files, documents, drawings, and images are all organized in a shared drive for the entire team to access anytime. When a permit is filed for a specific address, the new information can be stored with the original to keep everything in one place.

HIG also scanned and archived the documents as PDF A files that cannot be altered. This preserves the original information and protects Oxford Township from document manipulation. Oxford Township was pleased with the service from Higher Information Group and grateful that the team listened to their needs. HIG focused solely on the task at hand and produced an organized, high-quality product that increased the municipalities' productivity.

For the next steps, Oxford Township plans to convert all hard copy files to a digital format, and they plan to share their success with other municipalities within Adams County.



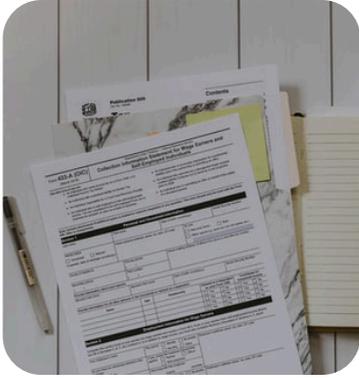
"I can't convey how happy I am with our experience working with the team at Higher Information Group. We had another company provide a similar document conversion quote around the same time, and they tried to upsell me with online tracking software, which isn't what I wanted or needed. It meant so much that their team listened to what I wanted and provided a phenomenal product. I'm thrilled with the ease of access to our files today.

I also reached out to our Council of Governments, and I've offered to speak at the COG meetings this fall about the benefits of document conversion with Higher Information Group."

Darrin Catts

Township Manager/BCO at Oxford Township





Project RESULTS

- ③ The HIG Scanning Solutions team scanned 60,709 standard images (8.5x11" or 11x17") and 1,986 wide format images (24x36")
- ③ Oxford Township's productivity has increased due to less time spent searching for files
- ③ Document organization is more efficient and simpler to use
- ③ Files are backed up and protected from potential emergencies or disasters
- ③ Original hard copy files were securely destroyed, filing cabinets were removed, and Oxford Township gained more useable space in their office
- ③ Oxford Township is now converting all hard copy files to digital format and encouraging other municipalities to do the same