

"Give me 1 good reason to go paperless!"



## OK, how about 6 reasons? Paper records are

1. Space wasters

2. Easily destroyed by fire and water





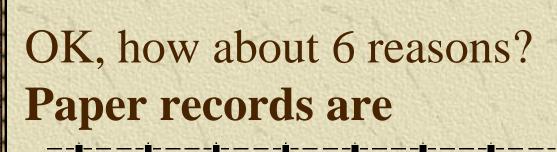
# OK, how about 6 reasons? Paper records are

3. Hard to share

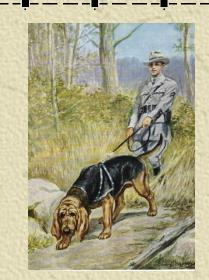


4. Easily stolen





5. Hard to track borrower



6. Difficult to refile





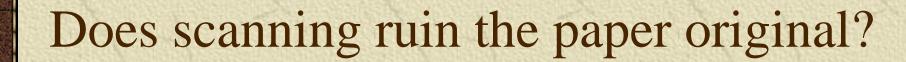
It is decluttering your office by:

- 1. Legally destroying documents you don't need,
- 2. Storing offsite rarely used records you have to keep,
- 3. Scanning commonly used paper records into images to save on computer,
- 4. Indexing (describing) each image for easy computer retrieval later.

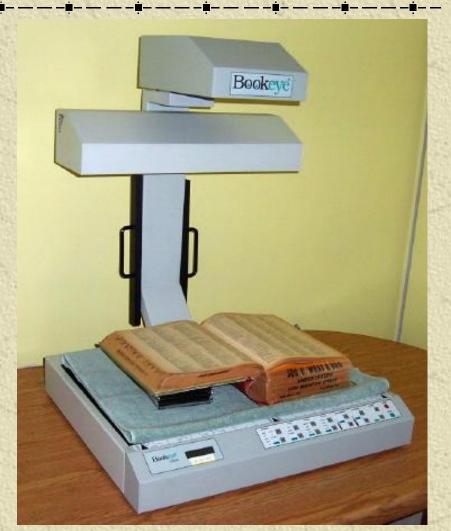


# How does paper get converted into computer images?

- 1. The papers' staples and paper clips are removed.
- 2. Papers are loaded into a scanner.
- 3. The scanner takes a picture (exact image) of each page which is saved on a computer.
- 4. Each image is indexed (described) using keywords.
- 5. The keywords are later searched to find the image showing a copy of the original paper page.



No, scanners take a harmless picture.



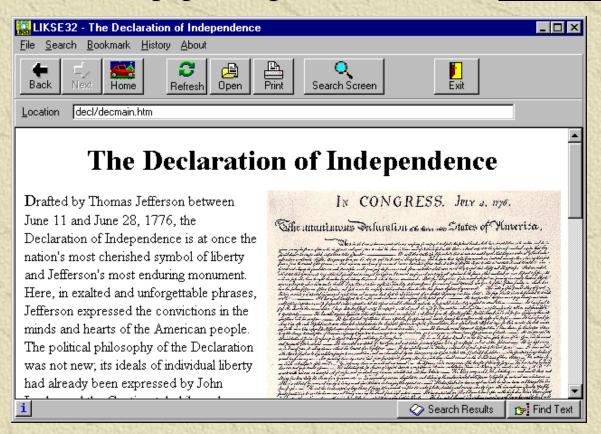
## Once scanned in, the computer image is described with "metadata"

such as...image name, search words and provenance.



#### What's provenance? Some legal talk...

State certified scanning systems show provenance or "prove" the images came from the paper originals and are the **legal equivalent**.



# All NJ local government scanning systems must be certified

Without certification the imaged records won't hold up in court or prove business transactions happened.





The Office of Archives and Records Management oversees the countywide Enterprise Imaging System





#### Summary

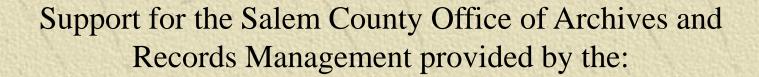
Going paperless can be a great leap forward for productivity.

Scanning systems take "pictures" of paper documents and store the image on computer.

Scanning systems organize the images for later useful retrieval.

Government scanning systems must be certified proving images legally equal the originals.

And finally...we look forward to working with other County Departments for document scanning. Municipal shared services are possible.







Salem County Board of Chosen Freeholders

New Jersey Division of Archives and Records Management

# We are available to help all Salem County local governments.

### Archives and Records Management

#### October is Archives Month

The Division of Archives and Records Management is carrying out the County's mandate ensuring County records are maintained in accordance with New Jersey's public records laws.



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