

Franklin County Municipal Court Clerk

14,000 Boxes with 28 Million Images

For more than 15 years, traffic, civil, and criminal court case documents were stored in rooms on the 18th floor of the courthouse. This included arrest records, warrants for arrest, traffic investigation, and confidential transcripts from court cases. The storage room was not approved for storage of these documents and the Fire Marshall cited the department and ordered them to be removed.

Off-site storage would add time to the typical 23 minute wait, and add unnecessary expense, so the Clerk's office began talking to 3SG about imaging the documents. In less than 10 days, 3SG located, counted, bar coded, and brought into inventory the 14,000 boxes to meet the Fire Marshall's deadline.



The Clerk's office was impressed with 3SG's secure facility and production procedures that included hand-feeding of documents into scanners and visual checking onscreen for accuracy. The Clerk's office was also pleased with 3SG's references including the **Department of Defense** and **Centers for Disease Control and Prevention**.

Secure Facility, Quick Response, 100% Accuracy, Time and Cost Savings

3SG met the critical requirement of indexing with imported metadata using the Clerk's office database. And to achieve **100% accuracy**, 3SG double-keyed the fields and verified their accuracy both visually and using software programs.

Final images and indexing were delivered on DVD—and 3SG provided the viewing software to the Clerk's office for image quality checking and indexing. The Clerk's office accepted and approved all images.

Savings of more than \$700,000 annually

The result is that the Clerk's office now complies with all fire codes, has reduced administrative costs with digital images, and has improved customer service with a 23 minute wait time reduced to a matter of seconds. Imaged court documents save the Clerk's office \$700,000 annually



3SG exceeded client expectations by placing all documents back into boxes and transporting them to a warehouse for safekeeping. 3SG also performed all inventory control and manifest checking for the Clerk's office to finalize the project.