

Franklin County Recorder

Entrusted Custodian of 4 Million Fragile, Aged, and Damaged Deeds

The Franklin County Recorder, like most Recorders across the country, is implementing a scanning workflow solution to convert new deeds and mortgages to digital as they come in.



But what about the old land deed and mortgage documents?

It takes employees as much as a half hour to look up information in the aging books and copy or scan it. And the binding and pages are falling apart on many of the old deed documents. Some date back to 1910 and, by law, the information must be maintained and available to the public.

Quick Searches, Improved Customer Service, and Disaster Recovery

The goal for the project was preservation of the deeds, improved customer service, personnel adjustments based on the new system, and implementation of a long-term disaster recovery solution.

3SG stepped in to take over the prepping, scanning and indexing of the aged, fragile, water and fire damaged deeds and mortgages. The whole process began by adhering bar code stickers to each deed book, and to the deeds, to ensure none were missed. 3SG employees used hand scanners to record and track each deed completed. **The whole process resulted in digital deed documents that are now readily available online to clients, 24/7, with a small fee attached per transaction.**

Meticulous Document Prepping and 100% Indexing Accuracy

Careful prepping of the aged documents—many of which were hand sewn or clipped into the oversized books—was critical. Some of the pages had white text on black and needed to be inverted. Other pages were barely legible, discolored, and needed improvement during the scanning process. Some deeds were completely hand-written. 3SG responded by using software techniques, a higher resolution (300 dpi), and by carefully checking and rechecking image quality on scanner monitors.

In addition, 3SG indexed up to 13 fields per deed. To ensure accuracy, 3SG staff **blind double-keyed** the fields. With two people indexing the same information, without looking at the results, both were then checked and discrepancies corrected on the spot.



Partner with 3SG to ensure your documents are carefully prepped, imaged and indexed, with high quality and accuracy, no matter what the condition of the originals.