

Ohio Auditor of State's Office

Your Entrusted Custodian of Fragile and Aging Maps, Documents, and Microfilm

With nearly 1,000 employees – more than 700 of whom are auditors – the Ohio Auditor of State's Office is one of the largest accounting offices in the nation. The Auditor of State is responsible for auditing all public offices in Ohio, including cities; villages; schools; universities; counties; townships; and state agencies, boards, and commissions.



Since 2001, 3SG has helped the Auditor's office convert their aging maps, land deeds, microfilm, and Human Resource, and payroll documents to digital format so they can serve their clients while preserving this information for disaster recovery. Scanning of these fragile materials had to be done without harm to the maps/film/documents as many were to be stored at the Ohio Historical Society.

Quick Searches and Improved Customer Service

In the Ohio Auditor of State's Office, searches for audits were done using antiquated machines using microfilm that was rapidly deteriorating. 3SG scanned the microfilm and converted the images to 300 dpi TIFF files that were indexed by County, Entity Name, and Date of Audit. 3SG installed a simple viewer enabling the Auditor's staff to do quicker searches and better serve their clients.

Time-tested Processes, High Security, and Attention to Detail

3SG also assisted the Ohio Auditor of State's Office with conversion of land deeds, maps and related documents. The items were unorganized, ranged in size, and in many cases required reducing the size of large maps prior to scanning.

Many of the maps and other documents were illegible and disintegrating. 3SG took great care and extra time during the pre-prep, prep and scanning stages to carefully handle these documents for accurate scanning while preserving the originals.

Yet a third project enabled 3SG to help the Ohio Auditor of State's Office convert their HR/payroll information with indexing by name and social security number. Security is a top concern, and 3SG's personnel, facility, and server security measures guarantee privacy of client records. 3SG spent significant prep time removing staples, straightening pages, tearing and separating fan folded documents, and separating documents from folders.



The partnership between 3SG and the Ohio Auditor of State's Office has been successful in organizing, locating, and providing information to the public in a timely manner.