

# Secretary of State

## View Corporate Filings over the Internet Instead of Weeks

The Secretary of State's Office needed to provide citizens with access to corporate filings stored on microfilm. Secretary of State employees had to cut the microfilm, slip into plastic sleeves, and file alphabetically offsite. This was a difficult and labor-intensive process. Also, many documents were misfiled or lost making it difficult to track changes in corporate status. It often took days or weeks to obtain corporate filing information when requested and the rolls of microfilm were beginning to disintegrate after years of use. The database used for retrieval was inaccurate and incomplete.



## Converted 12 Million Microfilmed Images

3SG assisted the Secretary of State's office by converting 12 Million microfilmed images into digital images. 3SG also took responsibility for all aspects of inventory and transportation of these critical documents. After conversion, 3SG took it a step further by looking for misplaced images, making corrections to the Secretary's database, creating documents from the images, and matching them to the database.

## Completed Ahead of Schedule and Within Budget

It was critical that the images be the best possible quality. Rolls of microfilm were scanned and enhanced to create more readable images than appeared on the microfilm. Special software was created, and 3SG associates went through the images one by one checking for critical information and matching the images 100% to the database. This process and software created by 3SG has been labeled the **Missing Image Acquisition and Verification process (MIAV)**. This innovative process permits double verification of all documents created to help achieve 100% accuracy. During the Quality Control process, any images that were found below 3SG's high standards were rescanned with unique settings. Completed images were delivered on CD.



All phases of the project were completed ahead of schedule and within budget. As a result, the Secretary of State's clients are now able to view corporate filing immediately via the Internet and it is no longer necessary for Secretary of State employees to retrieve documents from offsite storage.

