



Register of Deeds Blends

USA



"As far as records go, we had been doing things like they did 100 years ago. We simply had run out of storage space. We knew we had to do something."

With help from Active Data Systems something was...

The Register of Deeds keeps all the records for the County. Over the years finding adequate storage space is a problem faced by most counties. According to Custer County Register of Deeds, Frances "Francie" Larsen, "We are one of the faster growing counties in the State." Since the 1990 census, Custer County has grown 17.5%, nearly twice the rate of the State as a whole. **"More people means more records, she adds."**

The county's methods for record keeping hadn't changed much in 100 years. "We put our records in large books and on microfilm and we simply were running out of space." Federal standards and state law have long required that documents be recorded on microfilm. "Even with microfilm we were beginning to have storage issues," says Larsen. She added, **"We needed a system that would integrate both the paper and microfilm we had generated over decades, and provide us with a new system that would help resolve our storage problems and increase our efficiency."**

ADS helped Custer County find the answer with a ScanFile document imaging and management system. **The ScanFile system not only could digitally scan, index, store and retrieve records, but would seamlessly integrate with the county's paper and microfilm systems.**



"Francie" Larsen Custer County Register of Deeds



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ScanFile will take documents and create electronic image files that exactly match the content of the original: text, graphics, or handwriting. These images can be retrieved, viewed, printed, and faxed in a matter of seconds, thus eliminating the need for paper files, saving time and precious office space.

As a dealer of several document management solutions, **ACTIVE DATA SYSTEMS** is able to help organizations find the best solution for their needs. "Before we propose anything, we spend time analyzing customer's document work flow and personnel requirements," said McClung. "We felt the ScanFile system was the perfect match for Custer County's needs."

County record books are several inches thick and can weigh as much as 20 pounds. A books worth of documents we have will take up about

12-13 inches of space in a microfilm drawer. **One CD will hold a year's worth of records.** "We can integrate our paper, film and digital system without having to change the way we go about our business," said Larsen, "It's a dream!"

The public is also being served by the expediency of retrieving records. The public is also being served by the expediency of retrieving records. **"If we were doing it the old way, rather than having two people working in the office we would probably have to have six," a significant cost savings to the taxpayers pointed out by Larsen.** She added, "The way we have it programmed when we query the computer we have information in seconds." The Scan

Filesystem has also eliminated daily backlog.

"Everything that comes in the office goes into the system that same day."

In addition to their own records the Register of Deeds office has scanned the school census records for the audi-



Mark McClung
President of ADS

tors office, saving them money, as well. The States Attorney's office will be using the scanning equipment and soon they will also be integrating with the Assessors Office.

"We use a lot of the same information," said Larsen, **"Once information is entered in one office we won't have to reenter that information again in another."**

The county had a growing concern on the wear and tear on permanent records. "Our books really get beat up with all the handling. With the computer we don't have to visually search (and handle) the books. It can be done from the computer and people can then go right to the exact book and page," commented Larsen.

"We're very careful about spending taxpayers money, so you have to have a lot of patience to work with counties."

Larsen adds, "Damon Durick has been there for us. Active Data Systems is my choice, they are local. Service is what they are sell and what they deliver."

"As far as I'm concerned, this is the way to go if you are in the Register of Deeds business."

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Active Data Systems (ADS) is a Sioux Falls, SD based corporation, with an office in Rapid City, SD, that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.