



**ShoreScan™**  
*Solutions*



**Put a Digital Record Archive Instantly in your Hands**

## CONVENTIONAL RECORD CHALLENGES

- **Paper records** are susceptible to loss, impossible to search, and expensive to store.
- **Electronic files on YOUR PC** are vulnerable to viruses, difficult to search, hard to access remotely, and may not change with technology.



## WHAT IS AN "ESSENTIAL" RECORD?

According to the Department of Homeland Security, the following is a list of Priority 1 Essential Records that should be in electronic format and be accessible off-site.

Essential records are (but not limited to):

- Emergency records, contacts and action plans
- Continuity of operations plans including Delegation of Authority
- Infrastructure, land records, utility, maps and building plans
- Records considered permanent
- Contracts, insurances and financial records
- Anything YOU deem important to your organization regardless



## Protecting and Having Access to Your Essential Records Is CRITICAL!

Essential records are the cornerstones of your organization, so it is the **responsibility of leadership** to duplicate, protect and have access to them.

However, without the right partner, technology, expertise, and predictable costs, it will continue to be a challenge.

So, creating the right solution is critical . . . don't just take our word for it. The following federal and state guidelines recommend using an electronic format preferably stored off site:

- **U.S. Department of Homeland Security:** Priority should be given to moving essential records to electronic form.<sup>1</sup>
- **Delaware Public Archives:** It is critical for agencies to extend record-keeping policies to include electronic records systems and software.<sup>2</sup>
- **Maryland State Archives:** Recommends digitizing essential records using guidelines established by the Federal Agencies Digitization Guidelines Initiative (FADGI).<sup>3</sup>
- **New Jersey Department of the Treasury:** Electronic technologies provide reliable, cost-effective avenues for processing, storing, accessing and managing records.<sup>4</sup>

1 "Establishing a Duplication Schedule for Essential Records," 2010

2 "Model Guidelines for Electronic Records," 2017

3 "Digitization Guidelines," 2017

4 "New Jersey Records Manual," 2013



## What are your NEXT STEPS in protecting your essential records?

A total or partial loss of your records will be devastating. By partnering with ShoreScan, we will:

1. Implement simple scanning techniques and digital file migration directly into an off-site database
2. Provide the sale and installation of affordable desktop scanners
3. Show how to access those records off site at any time on any computer, tablet, or mobile device via the internet

## Other features of ShoreScan's service:

- Training for all users of the system on site
- Free monthly back-up CD of prior month's uploads
- Compliant PDF/A file format
- Complete disclosure of security and data center compliance with regulations
- Comprehensive Service Manual (1) and Quick User Guides for everyone
- Continued support and unique on-site services:
  - Scanning support (call for details)
  - Scan station rentals
  - Wide-format scanner rental
  - Web training

*Town of Dewey Beach staff members Ashley and Kate are all smiles after scanning and uploading over 12,500 pages in the first month of working with ShoreScan's service. They are now able to access these once paper records anytime, anywhere in seconds ... and have peace of mind that the documents are protected.*

Let's make today the moment your organization decides to fix a long-standing problem.



## The **business case is smart spending** . . . since the ShoreScan service will help pay for itself over time.

- No expensive IT, software, or user licenses
- No updating or protecting computers when technology changes
- Limits office supply costs (paper, toner, etc)
- Repurpose office and server space, file cabinets, boxes, and binders
- Minimize or eliminate off-site storage costs
- Third-party access reduces expense (e.g., audit)
- **YOUR TIME** . . . rather than copying and searching . . . **you're saving money!**

## By modernizing digital record storage and archiving with ShoreScan, your organization demonstrates:

- Lean & green office practices
- Transparency, accountability, and responsibility
- Regulatory compliance
- Smart decision making
- Access documents via mobile phone app
- . . . AND MORE!



Contact us today at

1-877-774-7226 or [info@shorescan.com](mailto:info@shorescan.com)  
to set up an informative demonstration.

### How can you not afford to do this?

- Start up fee (including a new \$649 scanner) is under \$5,000
- Monthly fees are less than the average cell phone at \$95.00
- Affordable payment options are available

*Terms and conditions apply,  
contact us for details.*



Torch Award for  
Marketplace Excellence  
Trust • Performance • Integrity  
Finalist, 2014, BBB Greater Maryland



### About ShoreScan

- Established in 2010 by Ken Carlsen
- Headquartered in Stevensville, MD
- Serving the Mid-Atlantic region
- Over 750+ end users
- Storing over 2 million pages of critical documents for clients
- Certified by New Jersey Record Management Service
- Authorized Integrative Partner with EBridge, Canon, and ColorTrac
- Client municipalities range from a population of 165 (Burkittsville, MD) to 84,964 (Trenton, NJ)

[ShoreScan.com](http://ShoreScan.com)