

## SHORESCAN CLIENT PROJECT SPOTLIGHT

### Cecil County's States Attorney Office

Under the leadership of Chief of Staff Carrie Flaughter and her team, the Cecil County State's Attorney's office planned to convert older closed-case files into digital, easily searchable records with the help of ShoreScan and its high-speed Canon Desktop scanner.

Over 425,000 pages of records have been securely scanned over the past 12 months into their virtual file cabinet, which allows them to convert their "Records Storage Room" into several new offices and a conference room!

Take a look at the amazing *Before & After* photos.



ShoreScan's **Kim Mallory** (center) teamed up with Cecil County State's Attorney Office's staffers **Vivian Forrest**, Administrative Assistant (left) and **Carrie Flaughter**, Chief of Staff (right) to scan over 425,000 pages into their virtual file cabinet



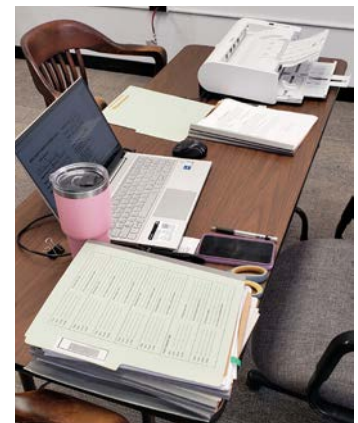
**Before** scanning project began in February 2022.



**After** scanning project.



**On-site projects require adequate space to work comfortably as we use our equipment.** The person(s) who are working on these documents need to have the right space and equipment to accurately scan the originals. In some cases, the condition of the documents in binders or bound with prongs requires a good deal of preparation. When done right, the original is saved digitally in perpetuity in our secure data centers.



# ShoreScan Solutions Expanding our Client Services Offering

ShoreScan has been serving the municipal and small business markets the past 13 years. Recently we found that a new trend has become apparent—our clients' need for assistance in scanning and digitally archiving their documents.

To address this concern, we are now expanding our offering of on-site and off-site scanning services.

Due to the number of variables, the best approach is to contact ShoreScan Solutions to discuss your needs.



## "Green" Responsible Ordinances

Responsible purchasing of goods and services minimize the impact on human health and the environment. When you partner with ShoreScan, we help you meet the following "green" objectives:

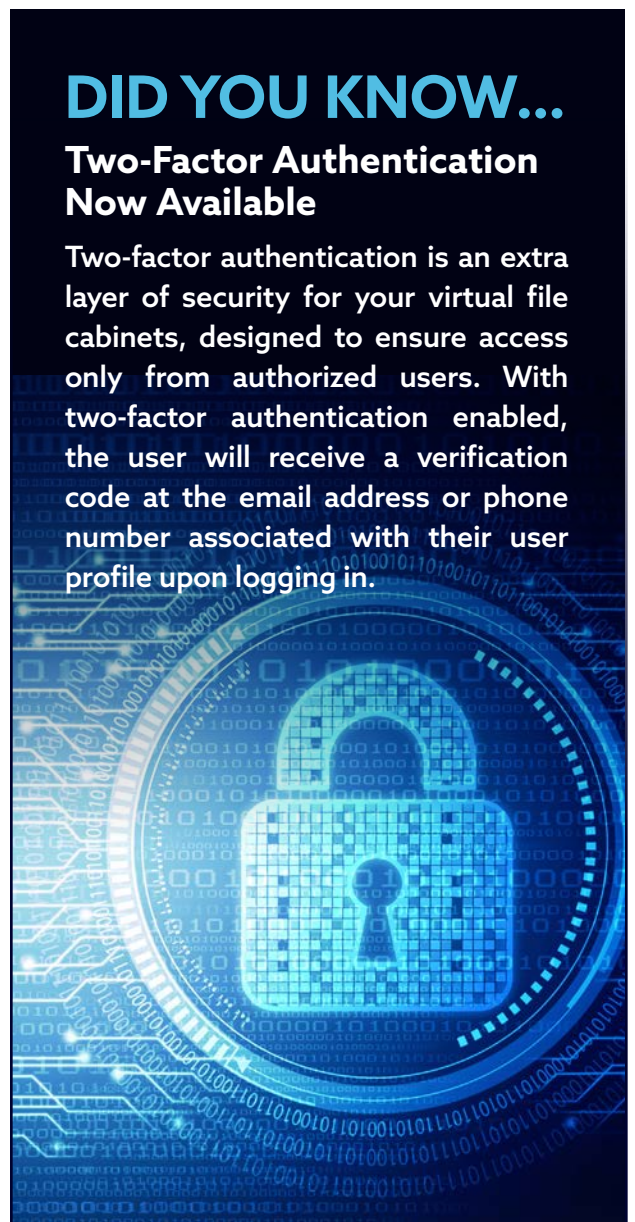
1. Reduction in paper, toner, storage, and improving recycling.
2. Instant access to searchable electronic records from anywhere, which eliminates trips to the office.
3. Improved remote working conditions.
4. Contributes to the success of your sustainability programs.
5. Stored documents sometimes have dust, mold, and other health concerns.

*Contact us today to learn about all the ways we can improve record storage and access while saving time, money and the environment.*

## DID YOU KNOW...

### Two-Factor Authentication Now Available

Two-factor authentication is an extra layer of security for your virtual file cabinets, designed to ensure access only from authorized users. With two-factor authentication enabled, the user will receive a verification code at the email address or phone number associated with their user profile upon logging in.



# Unique Services and Accountability Make the Difference

Unlike "Big Tech," "Copier Companies," "Software," and even "Scanning Bureaus" the unique offering we have is we can offer an array of services completely customized to your needs.

For example:

- New staff—we can train.
- Dirty scanner—we can clean and service.
- Need scanning help—hire us for a day or as long as needed.
- Project scanning help—we can do an off-site project (limitations apply).
- Need a back-up of your data—request a copy of the entire database on a flash drive.

## Start to Finish— You are Covered



**If you're considering entering the age of digital record storage, don't make the mistake and go it alone.** We have worked closely with municipalities for over 13 years. There is a process and with the right expectations upfront, we can create a plan to make a dramatic improvement in the security and availability of your critical documents.

## Upcoming Events and Sponsorships:

ShoreScan Solutions is a regular supporter of:

**Maryland Municipal League—**  
Strategic Partner, Fall and Summer Exhibitor

**Maryland Mayors Association—**  
Conference Sponsor and Spring Exhibitor

**Municipal Clerks' Association of New Jersey—**Sponsor and Exhibitor of the Spring Conference.

# SCANNER SPOTLIGHT

## The ShoreScan Work Horse

This scanner is small, fast, reliable, and does a fantastic job. We should know; using this scanner, we helped a customer scan the documents contained in six file cabinets.

### Features of the Cannon DR-140m include:

- 40 pages per minute, b/w, color and both sides.
- Auto sensing page sizes.
- Automatically rotates the page if upside down.

For more information, visit our website [Shorescan.com/scanners](http://Shorescan.com/scanners) and click on the downloadable factory brochure from Canon.



Please visit our website:  
**ShoresScan.com**

### PARTIAL LIST OF CLIENTS:

- City of Trenton, NJ
- City of Wildwood Police Dept., NJ
- Denville Township, NJ
- Town of Dewey Beach, DE
- Town of Newport, DE
- Town of Ocean View, DE
- Town of Rising Sun, MD
- Town of Oakland, MD
- Town of Capitol Heights, MD
- Town of St. Michaels, MD
- Town of Cape Charles, VA
- International Trade Centers
  - Washington, DC
  - North Africa
  - Ireland

### AREAS OF EXPERTISE

- Municipalities
- Law Firms
- Police Departments
- Marinas
- Special Education
- Schools / Vocational

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Our Partners:    Our Business is Your Image



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