



Document Scanning for Government Records

At EO Johnson, we're committed to making your business better. For many organizations, this means clearing years of old files and folders, piles of paper, and a significant amount of square footage dedicated to storing paper. Digitizing your information increases efficiency, keeps important information secure, decreases costs and ensures that your business is ready for anything—including the future.

Scanning solutions to meet your needs

- Treasurer/Assessor Records
- Land Management Records
- County/City Clerk Records
- Public Works Records including large format documents
- Building Safety Records including large format documents
- Human Resources/Payroll/Administration
- Accounts Payable/Finance
- Committee/Board Minutes and Agendas
- Historical Records
- Facilities Records including large format documents
- Water and Sewage Plant Records

Increase efficiency, decrease costs

- Reduce document search and retrieval times
- Eliminate lost or misplaced files
- Simultaneous access to information
- Recover office space used for paper records
- Disaster readiness—critical documents will always be available
- Compliance—apply and manage a retention policy



Government is all about information

Information is vital to successful collaboration of Government departments and entities, and immediate access to it is the key to an efficient operation.



"The end result were beautiful, crisp scans that are now in a searchable PDF format. Without having the documents at our office, we have so much more space and we don't have to worry about spending time and money researching the document. I would definitely recommend EO Johnson for a document scanning project—the project was completed ahead of schedule, the scans were so clear, and the bid was very competitive."

— Sauk County Treasurer's Office
Baraboo, WI



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Document Scanning



Industry leading security

- Controlled access scan office with 24-hour security
- UCS/SOC2 Type 2 certified, FFIEC examined technology service provider
- EO Johnson's Locknet® Managed IT Services ranked in top 35 worldwide for Managed Services Providers



Scan on-demand request processing

- All records are accessible during the scanning process
- Next business day and rush service for approved requesters with encrypted email delivery



Confidential document destruction and data erasure

- No cost retention of documents and data for 30-90 days after scanning
- Confidential destruction and data erasure after customer review and signature approval



Project reporting

- Detailed update reports on a regular basis
- Production totals, cost-to-date, current averages
- Budget projections for remainder of project



Multiple data output options with secure delivery

- Multiple data output formats available compatible with most existing software systems
- Secure data delivery with options for customer download from EO Johnson or upload to customer server



Document scanning pricing

- Based upon processing time and images produced
- Per completed image pricing—you only pay for the actual images you receive
- Options for customer to provide database file(s) for automation or complete portions of work to offset cost

Flexible options to meet your needs and budget

- One-time processing**
One-time pickup of all records with continuous start-to-finish processing

- Deferred billing**
Up front processing with billing deferred over a longer period of time (12, 24 or 36 months)

- Incremental processing**
Weekly, monthly, quarterly or annual

- Store and scan**
One-time pickup of all records with monthly costs for storage and scanning over a set period of time

Contact Us

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