Secure Records Solutions

MUNICIPAL GOVERNMENT

DOCUMENT MANAGEMENT

CITY OF ALBANY & DOUGHTERY COUNTY

Thronateeska Heritage Center, a 501(c)3 non-profit, scans, archives and manages documents in support of the City of Albany and Dougherty County. Thronateeska utilizes SRS to coordinate the logistics of moving records for indexing, storage and scanning. SRS works with Thronateeska to help educate municipal governments on proper retention practices and process improvements for eliminating paper. As noted by Bobbie Yandell, Director of Archives and Museums, "We partner with SRS to help municipalities in Southwest Georgia comply with retention requirements, reduce their risk, and get more value out of their records."

CITY OF THOMASVILLE & THOMAS COUNTY

SRS has assisted numerous agencies throughout Thomasville and Thomas County with projects to improve retention and security practices for local government. From cleaning out closets and organizing records for the Sheriff's Department to providing Scan-on-Demand solutions for the District Attorney's Office, SRS has developed systems to eliminate paper and reduce risk. According to County Clerk, Twink Monahan, "SRS has helped 11 agencies throughout Thomas County organize and secure records for 15 years."

CITY OF TALLAHASSEE

Star Metro, the City of Tallahassee Bus System, was struggling to scan all of their hard copy records until they engaged SRS. We resolved pockets of disorganized hardcopy records stored around the City that they didn't know what to do with. Our Indexing Team developed a total records system from scratch, including reorganizing files that had no system, and now uploads files as they are requested into their Enterprise Content Management (ECM) software. Providing ECM integration for a large municipality, SRS delivers ongoing training and periodic audits of the system to ensure compliance.

Secure Records Solutions (SRS) works with municipal governments to help them reduce their risk and improve processes so they are less reliant on paper records. Our business is making your organization more efficient and secure.

> "SRS has helped 11 agencies throughout Thomas County organize and secure records for 15 years."
>
> -Twink Monahan, County Clerk, Thomas County, GA

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