

## Case Study: County Records Rutherford County, Tennessee



*Rutherford County needed a new system for archiving, securing, and retrieving vital land records as its population grew. The IMAGELINK Archive Writer fit the bill with fast, reliable, and cost-effective microfilm imaging.*

Rutherford County is one of the fastest-growing parts of the U.S. Between 2000 and 2010, its population increased by more than 44%. County government is dedicated to preserving important records, such as deeds, liens, leases and contracts, well into the future.

### **Challenges: Limited storage, inefficient retrieval, and long-term document integrity**

In 2011, Rutherford County launched an Electronic Records Management initiative in an effort to replace its antiquated, paper-based archival system. Quite simply, they were running out of space to store vital records and faced mounting problems when retrieving them. After using outside vendors to scan and microfilm thousands of documents, it was decided an in-house solution would better meet their needs.

“We wanted a system that could handle our documents plus those of other budget-conscious departments, all using one consistent, efficient workflow,” says Heather Dawbarn, Register of Deeds. After two years of research, the IMAGELINK system was selected for its simplicity, cost, small footprint, and EPM’s reputation for quality and service.

### **Solution: IMAGELINK Archive Writer System**

The IMAGELINK system used in Rutherford County consists of the Archive Writer, Processor, Digital Scanner, and PowerFilm application software. Together, the system automates digital scanning of documents for easy retrieval and access to filmed records.

After paper documents are scanned, a clerk keys in vital data, redacts or crops images as needed, and uploads images to the network. Next, the Archive Writer indexes records and generates two original rolls of microfilm, one for local storage and one for storage at a secure, offsite facility. Documents are filmed in numerical order for easy retrieval down the road.

The entire system is networked so images can be viewed, emailed, or printed on any network device. Images are of exceptional quality for easy verification, with two copies maintained to ensure authenticity. To maintain quality control and security, the IMAGELINK system is part of the INFOGUARD monitoring program and is covered by the disaster recovery lab.

The system has worked so well that the Register of Deeds can now support document preservation for other county departments as well, including the Circuit Court Clerk, Sheriff Department, County Clerk, and others.

**Industry:** Government

**Location:** Rutherford County, Tennessee

### **Challenges:**

- Paper-based system outgrowing available storage space
- Inefficient and time-consuming retrieval system
- Need for reliable archival backup of vital records for multiple departments

### **Products:**

- IMAGELINK i9620 Archive Writer
- IMAGELINK Archive Processor
- IMAGELINK 2400 DV Plus Digital Scanner with PowerFilm Application Software

### **Benefits:**

- Cost-effective archival in minimal space
- Faster in-house processing with immediate image access
- Secure images with a life expectancy of 500 years serve as backups to digital records

*“We’ve scanned and filmed a backlog of nearly 400 court minute books. Today, we’re up-to-date with our records and have a solid system in place for processing them. The IMAGELINK system has reduced our costs to just a fraction of our original estimate using outside services.”*

*– Laura Bohling  
Rutherford County Circuit Court Clerk*

### Why use microfilm?

- Microfilm has a life expectancy of 500 years and cannot be altered.
- Microfilm is resistant to damage caused by natural disasters and magnetic disturbances.
- Microfilm provides a reliable record of important documents to support future generations.
- Microfilm is easier to migrate to new technologies as they emerge.

### Our History

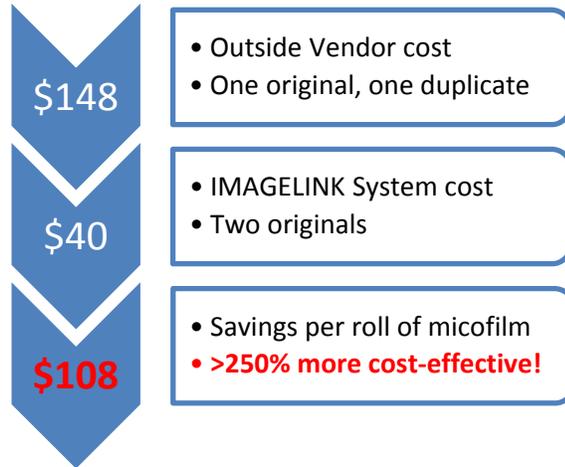
Eastman Park Micrographics (EPM) formed in 2011 after the Dallas-based Kofile Inc. purchased Kodak’s micrographic business. EPM is headquartered in Dallas, Texas.

We bring extensive experience in all aspects of document imaging to provide unique expertise in micrographics products and solutions.



### Results: Cost-effectiveness, reliability, efficiency

In Rutherford County, using an IMAGELINK system to archive records in-house has already paid for itself. “Our costs have been slashed,” says Dawbarn. “Our turnaround time has gone from three weeks to just hours. Whereas our vendor gave us one original and one copy, we now generate two originals using the system much quicker and for much less money. I also have more confidence in quality control by filming right here.”



### Conclusion

Rutherford County is well on its way to meeting the challenges of both records management and record-keeping. By embracing microfilm as the archival medium of choice, county officials are certain they will have a reliable legal record of vital documents and be able to integrate new technologies easily.

Best of all, county government is better able to meet the needs of its citizens for easy, fast access to county records. With just a few clicks, documents can be retrieved, printed and, if necessary, verified against film.



*“We have already cleared an entire wall of premium shelf space with just three storage boxes of microfilm. By digitizing and microfilming, we expect to reduce 30,000 square feet of horizontal and vertical storage space to 2,500 square feet.” - Heather Dawbarn, Register of Deeds*

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