



Got Paper?

Paper happens, we happen to make you paperless

Scanning, Storing and Shredding to save you time, money and space

Have you ever imagined how much more productive your government department would be if you were no longer mired down managing paper records?

The reality is that most government offices are losing time, money and space managing those physical records. They look around and all they can see is filing cabinets and banker boxes throughout their office and warehouse. They know that it is almost impossible to find the information they need. The ultimate concern though is that they are nowhere close to being in compliance with the governances that are forcing them to keep the records in the first place. They are looking for the magic wand to simply make it all go away. Doing your job really shouldn't be this hard.

At Document Mountain, we understand the overwhelming nature of attempting to identify areas in your department where you can make/save more money. That is why for the last 25 plus years we have been helping our clients digitally transform their physical records enabling them to move from paper to paperless while saving time, money and space, so they could grow their business.

Digitally transforming physical records to move from paper to paperless is very straight forward:

1. We create a Proof of Concept demonstration with a few samples of your records
2. You approve the details of the project
3. You are able to move from paper to paperless, saving time, money and space.

This is pretty straight forward. *If you don't do anything, your mountain of paper documents is simply going to grow, causing you to waste more of your government department's resources.* This doesn't have to be your fate. Document Mountain can help you move from paper to paperless, so you can save time, money and space. This is actually how we helped the following county government offices conquer their mountain of paper records:

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Howard County: Court records were destroyed by water damage. Document Mountain digitally transformed the remaining records to free up the space and securely retain the records.

Clinton County: The county building was straining under the equivalent weight in paper as a 747. Document Mountain helped the county go from paper to paperless by digitizing 4300 boxes of paper.

Lenior County: The county was remodeling their office space, downsizing and had nowhere to store their records. Document Mountain helped the county retain all of their records but access them digitally.

Beauford County: The county was retaining all of their handwritten septic records in a filing system that had no naming convention. They couldn't find anything. Document Mountain helped the county make everything retrievable from their desktop.

Schedule your Proof of Concept demonstration so that you can save time, money and space.

We know that paper happens, we happen to make you paperless.

Give us a few samples of your records and we will give you a proof of concept demonstration free of charge.

Contact us today!

God Bless

Kevin

P.S. Below you will find an estimated investment of the job. Please remember that this is just an estimate and that you will only be charged for what we scan. Other things that may impact the total are the volume of pages of document per packet (less than 10 pages per packet increase the amount of labor involved), the numbers of pages with content front and back, the amount of prep for each packet of documents, as well as the amount of required indexing for each packet of documents. We look forward to working with you on this project to digitally transform your physical records.

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One main duty of all agencies and local governments is to establish and maintain an active and continuing program for the Economical and Efficient management of information...(IC 5-15-5.1-10.3) While paper records may have originally fulfilled this requirement they are currently wasting time, money and space.

IC 5-15-5.1-10 Duties of agencies and local governments Sec. 10. (a) Each agency and local government shall:
(3) Establish and maintain an active and continuing program for the economical and efficient management of information and assist the administration in the conduct of information management surveys.

Luckily for **Whitestown**, the Indiana Code makes contingencies for just this exact type of situation. IC 5-15-1-1 (Copying of records by electronic or other process; destruction of original records; copies to be received as evidence) states that if any employee of the county or local government...shall deem it necessary...for the purpose of **reducing space required for storage**...may have or cause to have any or all such records...copied...by any photostatic...electronic..process which correctly and accurately copies the original record. The original record may be destroyed...and the copy shall have the same force and effect at law as the original in a court of law. And again in IC 5-15-5. 1-17 b the administration may make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material...Local government officials shall permit such copies to be made...

IC 5-15-1-1 Copying of records by electronic or other process; destruction of original records; copies to be received as evidence

Sec. 1. (a) Any officer, office, court, commission, board, institution, department, agent, or employee of the state, county, or any political subdivision being charged with the duty or authorized or required by law to record, preserve, keep, maintain, or file any record, document, plat, paper or instrument-in-writing, may, whenever any such officer, office, court, commission, board, institution, department, agent, or employee of the state, county, or any political subdivision shall deem it necessary, for the purpose of recording or copying same, preserving and protecting same, reducing space required for storage or filing of same, or any similar purpose, have or cause to have any or all such records recorded, copied, or reproduced by any photostatic, photographic, micrographic, electronic, or other process which correctly and accurately copies or reproduces, recreates, or forms a medium of copying or reproducing the original record, document, plat, paper, or instrument-in-writing. Any officer, office, court, commission, board, institution, department, agent, or employee of the state may have or cause to have records recorded, copied, or reproduced under this subsection by any optical imaging process that correctly and accurately copies or reproduces, recreates, or forms a medium of copying or reproducing the original record, document, plat, paper, or instrument-in-writing.

(b) The original filing record may be destroyed if:

- (1) the record has been copied or is capable of being reproduced or recreated under subsection (a); and
- (2) an approved retention schedule allows for the destruction.

(c) Copies, recreations, or reproductions made under subsection (a):

- (1) shall have the same force and effect at law as the original record destroyed under subsection (b); and
 - (2) shall be received as evidence in any court where the original record could have been so introduced;
- if the recreations, copies, or reproductions are properly certified as to authenticity and accuracy by a duly constituted official custodian of such records.

IC 5-15-5.1-17

(b) Subject to subsection (c), the administration may make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material of any local government office for preservation in the state archives. Local government officials shall permit such copies to be made of the books, records, documents, and papers in their respective offices.

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Investment Details	One-time	Monthly
Initial pick up	\$4,939.95	
Physical Storage		\$197.60
Scanning	\$109,897.50	
Add. Scanning Services	\$5,062.50	
Document Mountain hosted		\$650.00
Secure Destruction	\$3,951.96	
Total Investment	\$123,851.91	\$847.60

*Physical storage investment will be removed after secure destruction.

Estimates of units and pages.

Record types	Units	Pages
Boxes & Cabinets	291	785,700
Binders	263	177,525
Large Format	263	7,890
Books	25	16,875

Investment Break Down

Record type	Pages	Cost/page	Investment
Boxes & Cabinets	785,700	\$.10	\$78,570.00
Binders	177,525	\$.10	\$17,752.00
Large Format	7,890	\$1.25	\$9,863.50
Books	16,875	\$.22	\$3,712.50

* Books require additional indexing for each entry on a page. There is an average of 6 indexes per page at an investment of \$.05 per index which will be listed above as additional scanning services.

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