



Document archiving and digitization for legislative assembly, India

CASE STUDY

Abstract

This case study explores SBL's expertise and skills in the area of document management solutions. The proven capability and operational efficiency made the client to choose SBL as their solution provider. The capabilities of SBL in all phases of digitization processes (document preparation, digital and physical preservation, scanning, meta data preparation, indexing, automation and retrieval) with best quality of service was the key point which made the client to choose SBL as their solution provider.

Customer

The client is a government body (Kerala State Legislative Assembly, India). The Kerala Legislative Assembly holds the various types of paper archives (both printed and handwritten related to the various businesses of the house. The value and importance of the documents made it essential to convert them into the digital form for long term preservation and to provide an easy access of all materials to its users.

Challenges

It was identified that the documents from the year 1888 to present need to be revived and kept in a manageable format for future references. The authorities at the Kerala Legislative Assembly were keen on selecting an end to end solution which meets the existing requirements and also addresses all the future needs as well. The major requirement of the client consists of the availability of a document management solution which facilitates advanced search and retrieval system for all types of documents.

Approach

SBL's Digital Archives Management System (DAMS) solution provided our client with a single solution that effectively manages data from the phases of collection handling, preparation on, storage and authorized retrieval of digital document archives. The archiving system collects the data and produce them in multiple formats such as images, PDF documents etc. The software system provided an easy way to access, search, view and retrieve digitized documents from the repository. A feature-rich lingual search employed in the software application on facilitated the convenient presentation on of data and associated scanned document image. The solution supports relevant meta data items to be stored and maintained in multiple language.

Benefits

Provided the client with paperless environment and reduced storage space.

An end to end solution which meets all the business requirements of the client including the scanning, editing , per-processing, indexing and archival of the documents.

Facilitated to store the digitized documents in a central location-

- Easy accessibility of the records/documents by an efficient web based search and retrieval system.
- Employed the best search methods with multilingual support to find the desired documents very quickly.

Safe and secured storage of documents with more flexible control over sensitive documents.

Increased customer service and satisfaction by giving accurate and professional response.

Centralized administration of digital archives and associated data.





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