



CASE STUDY

BOROUGH OF BAY HEAD

SUMMARY

The Borough of Bay Head partnered with Daida to modernize its document management processes by digitizing construction records, improving compliance with New Jersey DORES requirements, and providing secure cloud access to critical municipal documents. Through intelligent document management, secure storage, and built-in redaction capabilities, Daida helped improve efficiency while supporting faster public records requests.

CLIENT BACKGROUND

The Borough of Bay Head required a secure, centralized solution to manage construction records and other municipal documents. The Borough sought to improve record accessibility, support OPRA requests, reduce reliance on paper files, and ensure compliance with New Jersey DORES requirements through electronic document management.



THE CHALLENGE



The Borough needed a document management solution that would allow authorized staff to quickly locate records, securely store electronic documents, convert paper records into searchable digital files, and efficiently redact sensitive information for OPRA requests. At the same time, the solution needed to support records retention and document management best practices while reducing physical storage requirements.

THE SOLUTION

Daida implemented a comprehensive document management solution that enabled the Borough to securely digitize, organize, and manage municipal records. Through secure cloud storage and intelligent indexing, authorized employees gained fast access to construction records and other documents from any location.

The solution also included built-in redaction capabilities for sensitive information, secure document storage, certified document destruction services, and support for New Jersey DORES compliance requirements.

CLIENT TESTIMONIAL

"Daida is a great resource for our office. It gives me the ability to access our construction records for OPRA requests and in-house use. The software also allows us to redact documents for OPRA requests, saving the town time and money. The customer service has been outstanding with quick responses from the knowledgeable professional staff. I look forward to continuing our relationship with Daida."

IMPLEMENTATION

Daida deployed a secure records management solution that included:

- ♦ Electronic conversion of paper documents
- ♦ Secure cloud document storage
- ♦ Fast document retrieval for authorized employees
- ♦ Support for New Jersey DORES requirements
- ♦ Built-in document redaction for OPRA requests
- ♦ State of New Jersey-certified document destruction services

RESULTS

Daida now securely manages approximately **300,000 document images** for the Borough of Bay Head through its cloud document management platform. Staff can quickly retrieve records, securely redact sensitive information for OPRA requests, and improve overall efficiency while reducing physical storage requirements. The solution has streamlined day-to-day document management and enhanced access to critical municipal records.



Secure management of approximately 300,000 document images



Fast document retrieval for authorized employees from any location



Improved support for OPRA requests through built-in document redaction



Compliance support for New Jersey DORES requirements



Reduced physical storage through certified document destruction services

WHY PARTNER WITH DAIDA?

- ♦ **Decades of Expertise:** For 60 years, Daida has been a trusted leader in comprehensive information management, with deep experience in Enterprise Content Management (ECM), document scanning, and business process automation solutions.
- ♦ **Ironclad Security & Compliance:** With extensive experience in data security and compliance, Daida ensures adherence to stringent industry regulations and privacy mandates.
- ♦ **Time & Space Savings:** Schedule shredding projects around unique timetables, free teams from tedious in-office processing, and reclaim valuable office space.
- ♦ **Dedicated Support:** We provide exceptional customer support for all secure document shredding needs, ensuring a seamless, worry-free experience from start to finish.
- ♦ **Local Solution:** Serving businesses in New Jersey and the surrounding Tri-State Area.