



CASE STUDY

BOROUGH OF PROSPECT PARK

SUMMARY

The Borough of Prospect Park partnered with Daida to modernize its municipal records through secure document digitization and cloud-based document management. By converting paper records into searchable electronic files, Daida improved document accessibility, streamlined OPRA requests, and strengthened records management across multiple departments.

CLIENT BACKGROUND

The Borough of Prospect Park required a secure and efficient solution for managing municipal records while reducing reliance on paper documents. The Borough sought to improve document retrieval, provide secure cloud storage, support New Jersey DORES requirements, and enable authorized employees to quickly access records from any location.



THE CHALLENGE



Prospect Park faced a significant backlog of archived records that were stored throughout multiple areas of the municipal building. As document volumes continued to grow, responding to OPRA requests became increasingly difficult and time-consuming. The Borough needed a centralized solution that would provide secure access to records across departments while improving operational efficiency.

THE SOLUTION

Daida implemented a secure cloud-based document management solution that enabled Prospect Park to digitize, organize, and securely manage municipal records. Through intelligent indexing and cloud storage, authorized employees across departments gained immediate access to documents while significantly improving document retrieval and collaboration.

The solution also included secure document storage, built-in redaction capabilities, support for New Jersey DORES compliance, and certified document destruction services to create a comprehensive records management program.





IMPLEMENTATION

Daida deployed a comprehensive municipal records management solution that included:

- ◆ Electronic conversion of paper documents
- ◆ Secure cloud document storage
- ◆ Intelligent document indexing and retrieval
- ◆ Department-wide access to digital records
- ◆ Support for New Jersey DORES requirements
- ◆ Built-in document redaction for sensitive information
- ◆ State of New Jersey-certified document destruction services

RESULTS

Daida now securely manages approximately **1.9 million document images** for the Borough of Prospect Park through its cloud-based document management platform. Employees across departments can quickly retrieve records from any location, dramatically improving operational efficiency and transforming how the Borough manages documents and fulfills OPRA requests.



Secure management of approximately 1.9 million document images



Department-wide access to digital records



Fast document retrieval for authorized employees from any location



Reduced dependence on paper files



Secure cloud-based document storage



Support for New Jersey DORES compliance



Streamlined OPRA request fulfillment



Built-in document redaction to protect sensitive information

CLIENT TESTIMONIAL

"Within the Borough of Prospect Park, I was faced with a tremendous backlog of archived records that were stored throughout our building. OPRA requests were becoming increasingly difficult to complete. Daida designed a cloud-based document management solution that enabled each department to quickly search and retrieve its documents. The system has completely transformed how we manage records within our municipality, and we look forward to continuing our partnership with Daida."



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 projects around unique operational requirements, eliminate time-consuming manual document processes, and reclaim valuable office and storage space.



Dedicated Support: We provide exceptional customer support for every engagement, ensuring a seamless, worry-free experience from planning through implementation.



Local Solution: Proudly serving organizations throughout New Jersey and the surrounding Tri-State Area.

