



## CASE STUDY

# PRINCETON MUNICIPALITY

### SUMMARY

Princeton partnered with Daida to complete a municipality-wide document digitization and records modernization initiative. By digitizing thousands of boxes of records, replacing an obsolete document management system, and implementing a cloud-based platform, Daida transformed how staff access records and fulfill OPRA requests while improving efficiency across multiple municipal departments.

### CLIENT BACKGROUND

Princeton required a comprehensive records management solution to modernize document access across the municipality. The project included digitizing more than 2,500 boxes of records, replacing the legacy Alchemy platform, and providing secure cloud-based access to millions of municipal records across multiple departments.



### THE CHALLENGE



The municipality needed to replace an outdated document management platform while digitizing thousands of boxes of records and preserving existing digital files. The solution also needed to improve OPRA response times, provide instant access to information, and support multiple municipal departments through a centralized document management system.

### THE SOLUTION

Daida implemented a municipality-wide cloud-based document management solution that included large-scale document digitization, intelligent indexing, and migration from the legacy Alchemy platform.

Phase I included digitizing more than **600 boxes** of construction permit applications. Daida then indexed and merged legacy Alchemy records with newly scanned images, creating a centralized repository where millions of records could be searched instantly. Phase II expanded the project to include an additional **1,900 boxes** spanning Engineering, Tax, Planning, Finance, Clerk's, and Zoning departments.



## IMPLEMENTATION

Daida delivered a comprehensive municipal records modernization initiative that included:

- ◆ Municipality-wide digitization of more than 2,500 boxes of records
- ◆ Phase I digitization of 600+ construction permit boxes
- ◆ Migration from the legacy Alchemy platform
- ◆ Intelligent indexing and merging of legacy and newly scanned records
- ◆ Cloud-based document management platform
- ◆ Deployment across multiple municipal departments, including:
  - Engineering
  - Planning
  - Clerk's Office
  - Tax
  - Finance
  - Zoning

## RESULTS

Through its partnership with Daida, Princeton transformed the way municipal records are managed and accessed. Millions of images can now be searched instantly, OPRA requests can be fulfilled with just a few clicks, and staff have secure, 24/7 access to critical information from a centralized cloud-based platform. The project also eliminated dependence on an outdated document management system while significantly improving operational efficiency across the municipality.



Municipality-wide digitization of more than 2,500 boxes of records



Secure 24/7 access to municipal information



Replaced the legacy Alchemy document management platform



Cloud-based document management across multiple departments



Millions of records instantly searchable



Improved public access to records



Streamlined OPRA request fulfillment



Increased available office space through digitization

## CLIENT TESTIMONIAL

"Daida changed the way we performed OPRA forever. The software works flawlessly. Their process was seamless, and their due diligence and knowledge of construction documents are unmatched."

— John Pettenati, Construction Official & Project Coordinator, Municipality of Princeton



## 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.

