dAiDA



CASE STUDY

BORDENTOWN TOWNSHIP

SUMMARY

Bordentown Township partnered with Daida to modernize its records management by digitizing construction permits and expanding electronic document management across multiple departments. Through secure cloud storage, intelligent indexing, and records management expertise, Daida helped improve operational efficiency while supporting compliance with New Jersey DORES requirements.

CLIENT BACKGROUND

Bordentown Township required a comprehensive records management solution to improve access to construction permits and other municipal documents. As the Township expanded document imaging into additional departments, it also sought guidance on records retention, imaging approvals, and secure document destruction in coordination with New Jersey DORES.



THE CHALLENGE

The Township needed to convert paper records into electronic files while improving document retrieval for OPRA requests. The solution also needed to provide secure document storage, support records retention requirements, reduce physical storage space, and streamline compliance with New Jersey DORES imaging and destruction approvals.

THE SOLUTION

Daida implemented a secure document management solution that enabled Bordentown Township to digitize, organize, and securely manage municipal records across multiple departments. Through intelligent indexing and cloud-based storage, authorized employees gained fast, reliable access to documents while improving records management processes.

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



IMPLEMENTATION

Daida deployed a comprehensive records management solution that included:

- Electronic conversion of paper documents
- Secure cloud document storage
- Intelligent document indexing and retrieval
- Support for New Jersey DORES imaging and destruction requirements
- Built-in document redaction for sensitive information
- State of New Jersey-certified document destruction services

RESULTS

Daida now securely manages approximately **1.8 million document images** for Bordentown Township through its cloud document management platform. Construction permits and other municipal records are readily accessible, making OPRA requests faster and more efficient while improving document management across multiple departments. The Township also benefited from Daida's expertise in obtaining imaging and destruction approvals through New Jersey DORES.

Secure management of approximately 1.8 million document images

Support for New Jersey DORES imaging and destruction approvals

Fast document retrieval for authorized employees from any location

Reduced physical storage through certified document destruction services

Improved response times for OPRA requests

Built-in document redaction to protect sensitive information

Secure cloud-based document storage

CLIENT TESTIMONIAL

"I am writing to let you know how pleased we are to be working with Daida. With the bulk of our construction permits now imaged, retrieving documents in response to OPRA requests is easy and efficient. As we have moved to imaging other departments, we appreciate your knowledge, understanding, and assistance as we have partnered together to work with DORES at the State level to receive imaging and destruction approvals. Your comprehensive approach to tackling our records management tasks is very much appreciated!"



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.

National Reach: Daida serves organizations nationwide with responsive support, proven expertise, and document management solutions tailored to each client's operational needs.



