



Scouting America, Greater New York Councils Transforming Paper Records into a Digital, Searchable Archive



DOCUMENT MANAGEMENT

CLIENT

Scouting America, Greater New York Councils

PROBLEM

Digitizing over 600,000 records from multiple departments to ensure secure, efficient, and organized access during their relocation.

SOLUTION

CASO utilized its EasyFile Scanning software to provide a secure and customized scanning and indexing solution tailored to the client's diverse departmental needs.

BENEFIT

The digitization project streamlined record access, reduced physical storage needs, and improved efficiency across all departments.

CLIENT OVERVIEW

The Scouting America, Greater New York Councils, serves one of the largest and most diverse communities in the Boy Scouts organization. With a mission to prepare young people for ethical and moral decision-making, they manage **thousands of historical and operational records** critical to their programs and daily operations.

PROJECT OBJECTIVE

Amid an impending relocation, the Greater New York Councils needed a reliable and efficient solution to manage over 600,000 pages of critical records spanning multiple departments. The primary goals were to:

- **Securely and accurately** digitize records to safeguard sensitive information while minimizing physical storage needs.
- **Streamline document access** by implementing a robust, department-specific indexing system tailored to ensure quick and seamless retrieval.
- **Enhance operational efficiency** by reducing reliance on physical documents and improving workflow across teams.
- **Promote collaboration and transparency** to align the digitization process with the unique needs of each department.

THE CHALLENGE

The Scouting America, Greater New York Councils faced a significant challenge during their relocation: managing and preserving over 600,000 pages of critical records. These documents, which included membership data, financial records, and historical archives across multiple departments, were essential for daily operations and long-term decision-making. Losing access to them during or after the move could have disrupted workflows,

Continuous access to data enhanced operational efficiency.



600,000 Records
Converted



Labor Cost Reduced



“CASO did an amazing job working with so many of our departments. They guided us through the process and helped us determine the best way to index our records. We even visited their site several times to work side by side to review our records and design the best way to name the records. I am not sure who else would do this.”

- Felix Lam, Chief Financial and
Administrative Officer

Scouting America, Greater New
York Councils

hindered productivity, and compromised their ability to serve their community. With physical storage becoming impractical, they urgently needed a secure, efficient solution to digitize and organize their files. The process had to ensure seamless access to digital records while safeguarding the integrity of their data and addressing the unique needs of each department.

THE SOLUTION

CASO Document Management provided a comprehensive end-to-end document scanning solution, ensuring security, accuracy, and seamless integration into their digital workflow:

Onsite Packing & Secure Transport

- CASO’s team professionally packed, labeled, and securely transported all records to their scanning facility.

High-Quality Scanning & Processing with EasyFile Scanning

- Precise, high-resolution scanning ensured every document was clear, searchable, and accurately captured.
- Integration with EasyFile, CASO’s document management system, allowed for efficient document retrieval.

Collaborative Indexing for Easy Searchability

- CASO worked closely with departments leaders to create a customized indexing system, ensuring documents were easy to find by relevant categories.

Hands-On Client Involvement

- The Greater New York City Councils team visited CASO’s facility multiple times, working directly with the scanning team to refine the indexing and naming conventions.

THE BENEFIT

By transitioning to a fully digital records system, the Greater New York Councils streamlined their document management process, making records instantly accessible while eliminating bulky physical storage.

- **Faster Access:** Employees can now retrieve documents in seconds instead of hours.
- **Improved Organization:** Digitized records are indexed and easily searchable by multiple criteria.
- **Secure & Compliant:** Digital archiving reduces the risk of document loss or damage while ensuring regulatory compliance.
- **Operational Efficiency:** Departments can focus on core mission activities instead of managing paper.

WHY PARTNER WITH CASO DOCUMENT MANAGEMENT

At CASO Document Management, we specialize in:

- Digitizing legacy records with high accuracy
- Automating document workflows to improve efficiency
- Ensuring regulatory compliance with secure, structured archiving

Ready to elevate your document management strategy? Call us at (888) 388-2276 or visit www.caso.com today to learn more about how we can help your business thrive in a digital world.