



Jersey City implements document retrieval system

LargeDoc Solutions (LDS) is a problem solver in the following areas to both potential and existing clients: organizational efficiency, productivity improvement, office space reduction and financial savings. LDS was established in 1999 to digitize large drawings and their associated smaller documents used in the building, engineering, planning and zoning departments onto CD-ROMs to create digital databases for quick and easy retrieval for the public sector. LDS has more than 150 public sector clients in New Jersey.



When Jersey City signed LargeDoc Solutions to a contract after a public bidding process last year, no one realized how valuable this program would become. According to Mayor Jerramiah Healy, "Jersey City is continually seeking opportunities to streamline our operations in order to provide timely, cost-effective and efficient services to our citizens. LargeDoc Solutions is one example of that commitment."

The Division of City Planning (Jersey City) became the main focus for LDS to address. Robert D. Cotter, P.P., Planning Director for Jersey City noted, "The process that Large Doc Solutions has implemented has revolutionized the way we work in the planning department. Employee morale has improved allowing greater accountability to residents and investors while efficiently retrieving and dispensing information. The finished product also gives us a tremendous benefit by providing first responders in our community much needed information instantly during an emergency. It's the best investment we've made in a long time. There are numerous challenges with the permanent storage of paper records: space requirements; security from theft, fire and disasters and retrieval by staff for requests under the Freedom of Information laws. LDS transformed our archaic paper filing system into a state-of-the-art digital data base which helped us save time, money, and space by converting our current paper records to electronic bits and bytes onto CD-ROM's and microfilm as an archival backup copy."

The typical arrangement with a public sector client works like this: LDS and the client identify the files to be digitized and specifies the fields to be indexed. Records are then physically transported by LDS to our Clark, New Jersey facility, reducing stress and clutter at the client's location. As documents are organized, indexed and transformed electronically they are then sent back to the client for their use. Once the system is certified by the state of New Jersey, paper files and drawings are destroyed which allows each public sector client to better utilize the newly created free space. This data is now stored both on and off-site which ensures never losing the data. When needed, all one has to do is type an address, lot, block or project name into a computer, and the requested files are instantly available.

President's Message

"LargeDoc Solutions (LDS) success after 6 years can be attributable to several factors; however, the key factor was, is and always will be our ability to communicate effectively with our clients and potential clients by listening to their needs and delivering the best product based on those needs. Before LDS started digitizing a single drawing, we embarked on a statewide listening tour of over 300 public building officials, which became our due diligence for our business plan to revolutionize the public sector's ability to disseminate building, engineering, planning and zoning and historical documentation to many different end users. By applying effective communication practices and 21st technology for our clients, we've actually given many people a reason to smile while they work. I am proud of our efforts to date and we look forward to many more years of continuing to offer a unique solution to an age old problem for the betterment of taxpayers and the general public."



Gary Stark President, LDS



About LargeDoc Solutions

LargeDoc Solutions offers total technological document retrieval solutions for its clients. Concentrating on the unique fields of building, engineering, planning and zoning and historical documentation, the firm's diverse clientele includes decision makers from the public and private sectors who rely on their expertise in creating organizational efficiency, employee productivity and financial savings. For more information about LargeDoc Solutions visit www.largedoc.com or call 732.882.1226.



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