

Municipal Record Digitization

In response to the Covid-19 pandemic, the Strafford Regional Planning Commission is launching a new initiative that will provide direct technical assistance to the region's municipalities to aid with disaster recovery and preparedness. In the early months of the pandemic, SRPC staff reached out to the communities in our region to ask how we could support them in their efforts to increase efficiency and resiliency. In return, we received the request to help digitize municipal records to allow for improved resilience and effectiveness of municipal staff if required to work remotely. Through this initiative, we hope to promote organizational resiliency, increase the capability of remote work, and provide online access to records for citizens.

Scope of Project

SRPC will carry out this project using CARES funds available to provide technical assistance support to the region's municipalities. Our team has acquired a regular and large-format scanner to digitize municipal records, including site plans, road maps, tax cards, etc. Other department materials can also be scanned, time permitting. The program will be offered at no cost to dues-paying municipalities within the SRPC region.

SRPC staff will oversee transportation and set up of the scanning equipment at each municipality, where it will remain for a period of 2 consecutive weeks. The process of scanning the documents will be carried out through the support of a staff member or intern from SRPC as well as a staff member from the municipality. The SRPC team member will be available for on-site support on weekdays during office hours. Once SRPC has provided the support to all those communities who sign up, the equipment will be made available for municipal use.

The scanners will create searchable PDFs that can be opened with any PDF viewer. SRPC will produce a short-written guide on file management best practices or will coordinate a webinar training that each municipality can view at any time. The goal is to train at least one municipal staff member per community as we won't be able to provide ongoing IT or on-site scanning support beyond September 2022.

Project Timeline

The program will begin January 2022 and continue through September 2022. Due to the limitations of the funding source, this assistance will be a one-time offer (i.e., providing staff support to digitize records). However, the equipment will be available for municipalities to sign out so they can continue digitizing records on their own. SRPC will continue to provide transportation to and from each community as needed.

