



OSP Imaging & EDMS Service



We Transform.

The Imaging and Electronic Document Management System (EDMS) Service will transform your paper documents into easy to access electronic images. We provide a flexible document management solution that will save you physical space, time and money. Store your records in our “trustworthy system” and take advantage of our built-in document retention feature, enhance chain of custody, conveniently find and access records from your computer, and rest assured that your records are in a secure environment that is managed and maintained by DGS.

Services Provided

IMAGING SERVICES

- Document Preparation
- Document Imaging
- Indexing/Metadata Capture
- Large Format (Architectural Drawings/Maps)

EDMS SERVICES

- Online Cloud-Based Repository
- Real-Time Search
- Automated Record Retention Management
- Export of Archive Flagged Records to State Archives
- Security/Access Chain of Custody Reporting
- Electronic Fulfillment of SRC Record Pull Requests for current EDMS customer

Contact Us!

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