IRON MOUNTAIN®

GOVERNMENT SOLUTIONS

NAVIGATING THE DIGITIZATION OF COURT RECORDS

REAPING THE BENEFITS AND MINIMIZING THE UNCERTAINTIES OF DIGITAL RECORDS

BENEFITS OF DIGITIZATION:

ENHANCED DATA SECURITY
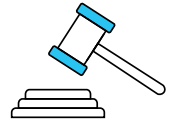
BETTER MANAGEMENT OF SOCIAL DISTANCING REQUIREMENTS

IMPROVED FIDELITY AND ACCURACY OF RECORDS

REDUCED EXPENSES OF MANAGING PAPER RECORDS

The emergence of digital courtrooms began a decade ago with the goal of streamlining the creation, security, handling, transmission and storage of court records. Whether electronic, paper, historical or newly created, records are the lifeblood of court systems.

In the United States, courts have adopted e-filing systems that digitize operations and proceedings, including the viewing of case dockets and the electronic filing of submissions.

The COVID-19 pandemic necessitated widespread restrictions on in-person gatherings that further advanced adoption of digitized records. During the pandemic, court systems throughout the country have relied on digital technology to continue operations, further confirming the necessity of modernizing courts' recordkeeping. In legal circles, it became increasingly clear that advanced technology would be needed to ensure continued access to, and the uninterrupted functioning of, the justice system.

The courts have made progress toward realizing a reliable and resilient legal system. Nonetheless, many court systems continue to maintain paper records across the lifecycle of legal proceedings, from initiation and active status to disposition and post-disposition activity.

Digitizing and streamlining the management, access and distribution of paper records has many benefits, including:

• Enhanced data security
• Better management of social distancing requirements
• Improved fidelity and accuracy of records
• Reduced expenses of managing paper records

Iron Mountain helps courts establish document conversion programs – or redesign current programs. Our expertise in digital records management makes us the ideal partner for improving document management and court operations, as well as:

• Advance electronic processes
• Reduce storage costs
• Speed search and retrieval
• Provide universal access to documents
• Ensure scalability and reliability
• Deploy new capabilities at low cost

APPROACHES FOR COURTS TO CONSIDER

BACKFILE CONVERSION

According to the National Center for State Courts, "demands for court data are growing dramatically, particularly as courts implement electronic record systems. Both public and private organizations are aggressively putting pressure on courts to make court data and legal documents publicly accessible."

Iron Mountain uses a fast, efficient process to perform bulk conversion of paper records to electronic formats. Backfile conversion reduces or eliminates on-site physical records storage and makes records easier to search, access and distribute. Proprietary, web-based tools identify obsolete records that can be safely purged without physically examining the contents of every carton.

DAY-FORWARD CONVERSION

Iron Mountain uses a conversion method that integrates smoothly with court systems' existing business processes. Aligning processes enables courts to quickly digitize paper documents and have ready access to those files.

IMAGE ON DEMAND

Scanning and storing caches of documents that aren't frequently requested is a low-ROI proposition – costly and frequently unnecessary. Image on Demand provides a cost-effective conversion solution for converting paper-based documents that are unlikely to have high demand for retrieval. Court systems have the option of outsourcing a complete document library to Iron Mountain, which provides "on demand" access. Iron Mountain retrieves and scans documents within hours of a request. By digitizing only requested documents, the "pay as you go" service minimizes costs.

SECURE COLLABORATIVE ACCESS TO COURT DOCUMENTS

Can your court system continue to live in a hybrid world of paper and electronic records without a unified view of the information needed for the administration of justice? Iron Mountain's InSight solution enables the intake of documents from multiple locations – other cloud repositories, enterprise content management systems (ECMs) and file shares – to centrally store scanned and digitally born documents.

THE VERDICT? Courts gain visibility, connection and access.

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