



Columbus City Attorney's Office

Digital Conversion Assessment

PROVIDED BY:
3SG PLUS



Overview

There are 6 different departments assessed:

1. Claims
2. General Counsel
3. Labor & Employment
4. Litigation
5. Real Estate
6. Zone Initiatives

Across these 6 departments there are an estimated 1,251 total boxes. From this total 807 are stored at the City of Columbus' Attorney's office, 378 at Access, and 66 at 3SG plus.

There are also an additional 3,109 boxes for the Prosecution Division, however those are not part of this project.

All documents will be exported as a PDF with OCR.

Boxes will potentially be shredded after scanning, however internal discussions by the city are still determining that requirement.

Department Details

1. Claims - Estimated \$371.62 per box
 - a. There are an estimated 233 total boxes with 221 stored at the City of Columbus' Attorney's office, 11 at Access, and 1 at 3SG Plus
 - i. 10 of the 221 boxes can be destroyed without scanning first
 - b. All scanning will be done in Black & White
 - c. Each folder will be scanned in as one document
 - d. Index Fields: (All or most keywords on "Complaint Page")
 - i. Case # *(No spaces to be entered)
 - ii. First Name/Business
 - iii. Middle Name
 - iv. Last Name
 - v. ID # *(No dash entered between numbers and letter)
 - vi. Street Address
 - vii. Phone #



2. General Counsel - Estimated \$343.31 per box
 - a. There are an estimated 103 total boxes with 92 stored at the City of Columbus' Attorney's office, 10 at Access, and 1 at 3SG Plus
 - b. All scanning will be done in Black & White
 - c. Each folder will be scanned in as one document
 - d. Index Fields:
 - i. Department ***need list for drop down***
 - ii. Location
 - iii. Project Name
 - iv. Lead Attorney (Initials only is common)
 - v. Topic
 - vi. Year
 - vii. Matter ID #

3. Labor & Employment - Estimated \$336.16 per box
 - a. There are an estimated 186 total boxes with 7 stored at the City of Columbus' Attorney's office, 158 at Access, and 21 at 3SG Plus
 - b. All scanning will be done in Black & White
 - c. Each folder will be scanned in as one document
 - d. Folder cover does not need scanned
 - e. Index Fields:
 - i. Case Name
 - ii. Case #
 - iii. Matter ID #
 - iv. Plaintiff
 - v. Defendant
 - vi. Subject Matter
 - vii. Lead Attorney

4. Litigation - Estimated \$336.51 per box
 - a. There are an estimated 90 total boxes with 12 stored at the City of Columbus' Attorney's office, 71 at Access, and 7 at 3SG Plus
 - b. All scanning will be done in Black & White
 - c. Each folder will be scanned in as one document
 - d. Index Fields: (All or most keywords on "Closing Report")
 - i. Matter ID #
 - ii. Lead Plaintiff
 - iii. Defendants
 - iv. Suspects' Name
 - v. Location
 - vi. Date of Incident
 - vii. File Date



5. Real Estate - Estimated \$352.84 per box
 - a. There are an estimated 500 total boxes with 455 stored at the City of Columbus' Attorney's office, and 45 at 3SG Plus
 - i. 6 of the 455 boxes say destroy and may or may not need scanned
 - b. All scanning will be done in Auto Color Detect
 - c. Each folder will be scanned in as one document
 - d. Index Fields:
 - i. Department Name (Dropdown with list)
 - ii. Project Name
 - iii. Project #
 - iv. Parcel #
 - v. Owner Name
 1. First
 2. Middle
 3. Last

6. Zone Initiatives - Estimated \$334.93 per box
 - a. There are an estimated 139 total boxes with 50 stored at the City of Columbus' Attorney's office, 88 at Access, and 1 at 3SG Plus
 - b. All scanning will be done in Auto Color Detect
 - c. Each folder will be scanned in as one document
 - d. Index Fields: (All or most keywords on "Complaint Page")
 - i. Case # (2020 CHV 123456) *space between 4th & 5th and 7th & 8th letter/number*
 - ii. Street Address
 1. Street Direction (Example on sheet: "Real property located at")
 2. Street #
 3. Street Name
 - iii. Parcel #
 - iv. Defendant Name (Enter all defendants in the case)



Background and 2022 SOW

The City Attorney's Office requires the ability to automate processing and store information related to legal matters assigned to their office.

Ordinance 1028-2020 authorized the Director of Finance and Management, on behalf of the Department of Technology, for the City Attorney's Office, to establish a purchase order for the conversion of legal documents via backfile scanning and electronic signature process capabilities with 3SG Plus, LLC. This purchase was done through the utilization of State of Ohio, State Term Schedule contract STS033, #534577.

PO225071 in the amount of \$50,000 was established on 5-12-2020 for Phase 1 of the project, which consisted of the production of a document audit and assessment of the City Attorney's Office digitization requirements, as well as the limited backfile scanning of the following documents:

Section	Boxes
Real Estate	45
Claims	14
Zone Initiative	1
General Counsel	12
Labor & Employment	41
Litigation	9
TOTAL	122

The Capital Improvement Budget established by ordinance 2707-2021 contained approved funds under DoT --- 240100 - 100000 Case Management System --- to complete the project to convert the City Attorney's Office legal documents.

To complete the project, the following documents need to be scanned:

IN-HOUSE BOX COUNT

Section	Boxes	Cost	Total
Real Estate	529	\$352.84	\$186,652.36
Zone	50	\$334.93	\$16,746.50
General Counsel	92	\$343.31	\$31,584.52
Labor & Employment	7	\$336.16	\$2,353.12
TOTAL	690		\$241,374.62

OFF-SITE BOX COUNT (VENDOR: ACCESS CORP WAREHOUSE STORAGE)

Section	Total Boxes	Cost	Total
Zone	200	\$334.93	\$66,986.00
General Counsel	5	\$343.31	\$1,716.55
Labor & Employment	49	\$336.16	\$16,471.84
Litigation	19	\$336.51	\$6,393.69
TOTAL	273		\$91,568.08