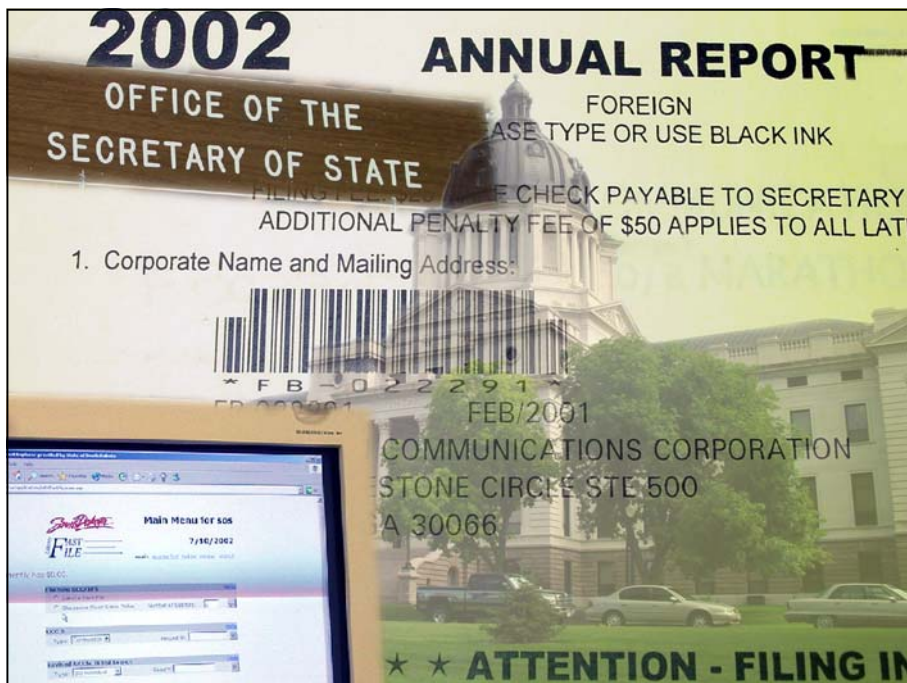




South Dakota Taxpayers Benefit From Secretary of State's Hi-Tech Services

A Conversation With Tom Leckey
South Dakota Deputy Secretary of State



"We feel we have the best filing system in the United States."

Tom Leckey
SD Deputy Secretary of State

[See back to find out more]

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**Deputy Secretary of State
Tom Leckey**

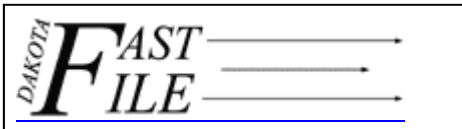
When a South Dakota citizen comes in contact with state government more often than not it is through the Office of the Secretary of State. As the State's official custodian of public documents, Secretary Joyce

Hazeltine has completely reorganized and computerized the department, positioning it on the cutting edge of technology to manage the high demands of the State's record keeping responsibilities. According to Deputy Secretary Tom Leckey. "We feel we have the best filing system in the United States."

The Secretary of State's office has brought together many technologies to improve productivity and efficiency. Their nationally recognized innovations include electronic filing over the Internet, bar coding utilization, as well as paper, microfilm and microfiche scanning technologies and document management systems.

With the development of document in-coding and management systems the department has 14 FTEs and is handling twice as many corporations as 16 years ago, a savings of over \$120,000 annually.

Out of the Uniform Commercial Code or UCC division the Office of the Secretary of State has developed an Internet program called the Dakota Fast File for filing liens. Says Leckey, "Previously, when you applied for a loan the process would take 6 or 7 days. With Dakota Fast



process would take 6 or 7 days. With Dakota Fast

File banks can fill out the UCC over the Internet and verify that it is there, instantly. They don't have to wait for a piece of paper to let them know that it is filed."

Through Dakota Fast File, information is available 24 hours a day, seven days a week via the Internet. Says Leckey, "As we were developing this system we discovered that banks were lending money to corporations that didn't legally exist because they hadn't filed their annual reports with us. Now they can pull up the documents off the Internet and know if these organizations are in good standing and exist."

About 75% of the filings are now done over the Internet. With 25% of the documents still filed on paper, the Secretary of State utilizes a Canon 5020 Desktop Scanner integrated with the FileDirector Document Management Sys-

tem to scan, index, store and retrieve documents originated on hard copy. Says Leckey, "With the FileDirector system it's fast and easy to do searches. Time is a big deal for us, and the copies that come off the 5020 are just beautiful. We are proud to send them out."



Secretary of State Office utilizes Canon MS-400 & 800s for scanning microfilm.

By law document archiving must be done on microfilm. Hundreds of thousands have been archived over the years. "Microfilm is still the best medium for archiving, but for fast, easy searching and retrieving documents need to be in digital format," says Leckey. The Secretary of State's office is scanning those images from the microfilm with Canon's MS-400 & 800 Desktop Microfilm Scanner Systems. The Secretary of State's office has imaged between 300,000

and 400,000 images with another 600,000 to do. Canon's scanner systems are affordable, state-of-the-art solutions that integrates microfilm images with today's advanced document-management systems, like ScanFile. Designed as an upgradable, modular system it has simple controls and is network-ready. The MS-400 & 800 provides compatibility with all microfilm formats allowing simple digital conversion of film archives into the FileDirector system. "With the Canon scanners we are imaging about 2,000 documents a day. The copies are always perfect and it's so much faster to pull it out of the FileDirector system," states Leckey."



Leckey concluded, "We're great believers in treating our constituency as customers by being as helpful as we can. Service is important to us and it's important to the state. Active Data Systems has provided us with great service. Often times they perceive what we will need before we ask for it. They see things that we don't see. That's a big reason why we do business with them."

"It's rewarding for us to both have a good customer with the State of South Dakota and know that taxpayers are benefiting from our products and services," says Mark McClung, President of Active Data Systems.

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