

# Granbury Police Department Reclaims 240 Square Feet with Records Digitization

The City of Granbury Police Department, located southwest of the Dallas-Fort Worth metroplex, needed a better way to manage paper police records that were consuming valuable floor space. Southwest Solutions Group digitized juvenile files, incident reports, arrest records, and warrants, allowing the department to reduce physical storage requirements while improving access to records.

## INDUSTRY

### Government

Municipal police department records digitization project for a public safety agency in the DFW region.

## LOCATION

### Granbury, Texas

Project completed for the City of Granbury Police Department near the Dallas-Fort Worth metroplex.

## FACILITY TYPE

### Police Department

Records included juvenile files, incident reports, arrest records, and warrants.

## SOLUTION

### Document Scanning

Paper police records were converted into searchable digital files for faster retrieval.

## PRODUCTS USED

### Document Scanning Services

The project digitized 168 record boxes containing more than 302,000 pages.

## OPERATIONAL GOAL

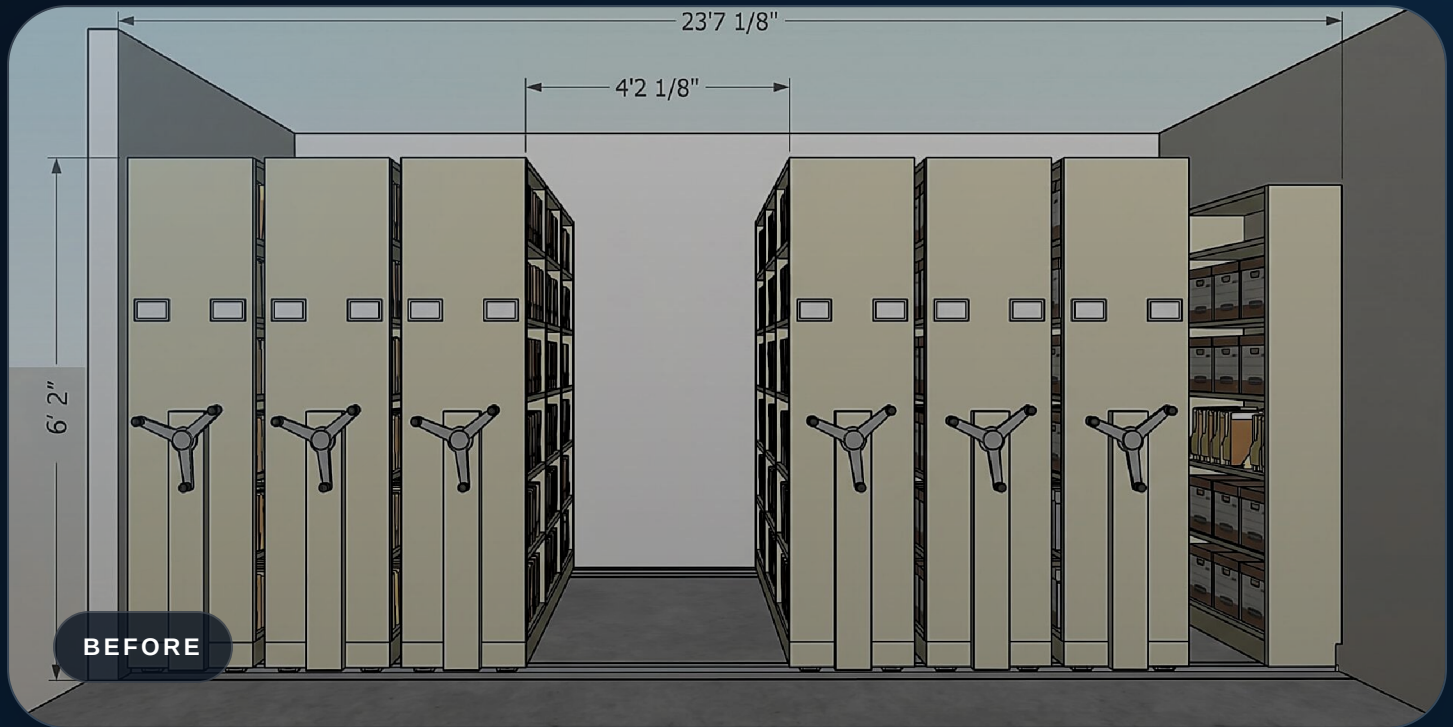
### Recover Space and Improve Access

The department wanted to reduce reliance on paper file storage while making law enforcement records easier for staff to access and retrieve.

## THE PROBLEM

# Paper Police Records Were Consuming Usable Department Space

The department was originally evaluating a space-saving storage system for paper records. During planning, Southwest Solutions Group identified police records scanning as a stronger operational alternative because it could reduce the physical file footprint while improving access to records.



01

### Physical File Footprint

The department was considering a high-density shelving system for juvenile files, incident reports, arrest records, and warrants. That approach would have condensed paper storage but still kept valuable floor space dedicated to physical police records.

02

### Limited Room for Staff Use

The department needed more usable space that could support people, workstations, furniture, or conference rooms. Keeping the records in paper form would have continued tying up floor area that could serve other police department needs.

03

### Manual Records Access

Paper records required staff to leave their desks and go to the file storage area to locate documents. Physical files also limited simultaneous access when more than one user needed the same record.

## THE SOLUTION

# Police Records Digitization Instead of Additional File Storage

Southwest Solutions Group scanned the department's paper records so the City of Granbury Police Department could reduce dependence on physical file storage. The government document scanning project converted 168 record boxes, totaling 302,400 pages, into digital files indexed around the ways staff searched for police records. Completed files were provided through an encrypted cloud system so the department could access, download, and place records into its internal system.



## DIGITIZATION STRATEGY

### Convert Paper Records Instead of Adding Shelving

The project redirected the planned high-density shelving approach toward police department document scanning. Juvenile files, incident reports, arrest records, and warrants were digitized to reduce the need for expanded paper records storage.

## WHY THE PROCESS FIT

### Batch Processing Kept Records Movement Controlled

The department did not want to release all records at one time, so files were provided in batches of about 10 to 20 boxes. Southwest Solutions Group processed each batch, posted completed digital files to an encrypted site, and then continued with the next group of records.

## OPERATIONAL IMPROVEMENTS

### Digital Access Reduced File Room Dependence

Digitized police records allowed staff to retrieve documents from their desks instead of manually searching for paper files. The digital format also supported access to the same document by multiple users when needed.

# Controlled Conversion From Record Boxes to Digital Files

The department released records in smaller batches rather than sending the full archive at once. Southwest Solutions Group followed a public sector document scanning workflow that included intake review, data cross-referencing, indexing, scanning, quality control, encrypted delivery, and final handling options for the original records.

## 01 ON-SITE ASSESSMENT

### Evaluating the Records Storage Alternative

Southwest Solutions Group reviewed the department's paper records challenge and the planned high-density shelving option. That review helped define a digitization approach for juvenile files, incident reports, arrest records, and warrants.

## 02 SECURE DOCUMENT TRANSIT

### Receiving Records in Managed Batches

The department sent records in smaller groups rather than releasing all 168 boxes at once. Batches typically included about 10 to 20 boxes, which kept the scanning process moving while limiting how many records were out at one time.

## 03 DOCUMENT PREP

### Reviewing Each Batch Before Scanning

Each incoming batch was reviewed and prepared before scanning. The records were checked against the department's provided data file to support tracking and identify any items that appeared to be missing.

## 04 INDEXING BLUEPRINT

### Structuring Files for Police Records Retrieval

Files were named and organized around the search paths the department used, including case number, last name, year, month, case date or arrest date, and file type. This indexing structure supported retrieval for juvenile files, incident reports, arrest records, and warrants.

## 05 PRECISION SCANNING

### Scanning Paper Records Into Digital Files

Southwest Solutions Group scanned the paper documents from each batch and converted them into digital files. This process supported the department's move away from relying on paper storage as the primary access method.

## 06 IMAGE PERFECTION CHECK

### Applying Quality Checks Before Release

Scanned records went through a human quality control review followed by a technology-assisted quality control step. These checks helped verify the files before they were made available to the department.

## 07 CUSTOM DIGITAL DELIVERY

### Providing Encrypted Cloud Access

Completed files were uploaded to an encrypted cloud system at the end of each scanning cycle. The department received encrypted login access so staff could download records and place them into the department's main system.

## 08 FINAL DOCUMENT DISPOSITION

### Handling Originals After Scanning

After each batch was scanned, the department could decide whether the original records should be returned or shredded. Southwest Solutions Group had shredding capabilities available for records the department approved for destruction.



## RESULTS

# Police Records Scanning Freed Space and Improved Digital Access

The document scanning project helped the department reduce its dependence on paper records storage. By digitizing police records instead of adding condensed shelving, the department gained a digital access path while freeing measurable floor space.

### PRIMARY OUTCOME

#### 240 Square Feet Reclaimed for Department Use

By digitizing the records and eliminating the planned high-density shelving approach, the department freed 240 square feet of floor space. That area could be used for other police department needs instead of remaining dedicated to paper file storage.

### WORKFLOW

#### Records Could Be Retrieved Without File Room Trips

Digitization allowed staff to access records from their desks instead of physically searching for paper files. The digital format also allowed more than one user to view the same document when needed.

### ORGANIZATION

#### Files Were Indexed Around Real Search Methods

Records were organized by the fields the department used to locate information, including case number, last name, date information, and file type. This gave the department a more usable digital structure for incident reports, arrest records, warrants, and juvenile files.

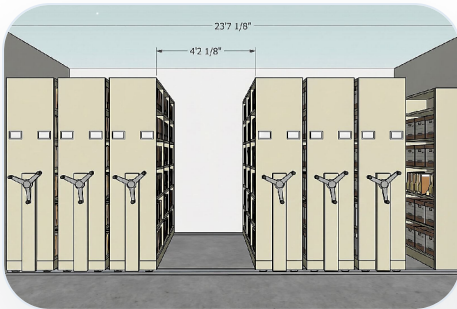
### LONG-TERM VALUE

#### Reduced Dependence on Physical Records Storage

The project moved the department from paper-based storage toward digital records access. It also preserved the value of the space that would otherwise have been used for additional records shelving.

## Before and After Police Records Storage

Project images show the records storage area before scanning and the space after the department moved away from expanded paper file storage.



### READY TO SOLVE A SIMILAR PROBLEM?

## Considering Document Scanning Instead of More File Storage?

Southwest Solutions Group can help government agencies, police departments, and public sector teams evaluate whether digitizing records is a better fit than adding shelving or expanding file storage.

If your department is managing paper records, limited floor space, or manual retrieval workflows, request a consultation to review your document scanning options.