

Oil and Gas Company Improves Records Access with Document Scanning

An oil and gas company in Sugar Land, Texas, near Houston, needed a more efficient way to access paper records tied to 143 Texas counties and records from other states. Southwest Solutions Group boxed and transported the files, supported light indexing, scanned the records, and delivered OCR-searchable PDF files on an encrypted hard drive.

INDUSTRY

Commercial

Mineral records project for an oil and gas company managing paper files connected to 143 Texas counties and additional records from other states.

LOCATION

Sugar Land, Texas

Document scanning project completed for a records operation in Sugar Land, near Houston, Texas.

FACILITY TYPE

Records Department

Paper files were stored in top-tab folders inside vertical file cabinets.

SOLUTION

Document Scanning

Paper records were converted to PDF files with OCR and delivered on an encrypted hard drive.

PRODUCTS USED

SSG scanning services

Southwest Solutions Group provided scanning services, light indexing support, encrypted delivery, and certified records destruction at the client's request.

OPERATIONAL GOAL

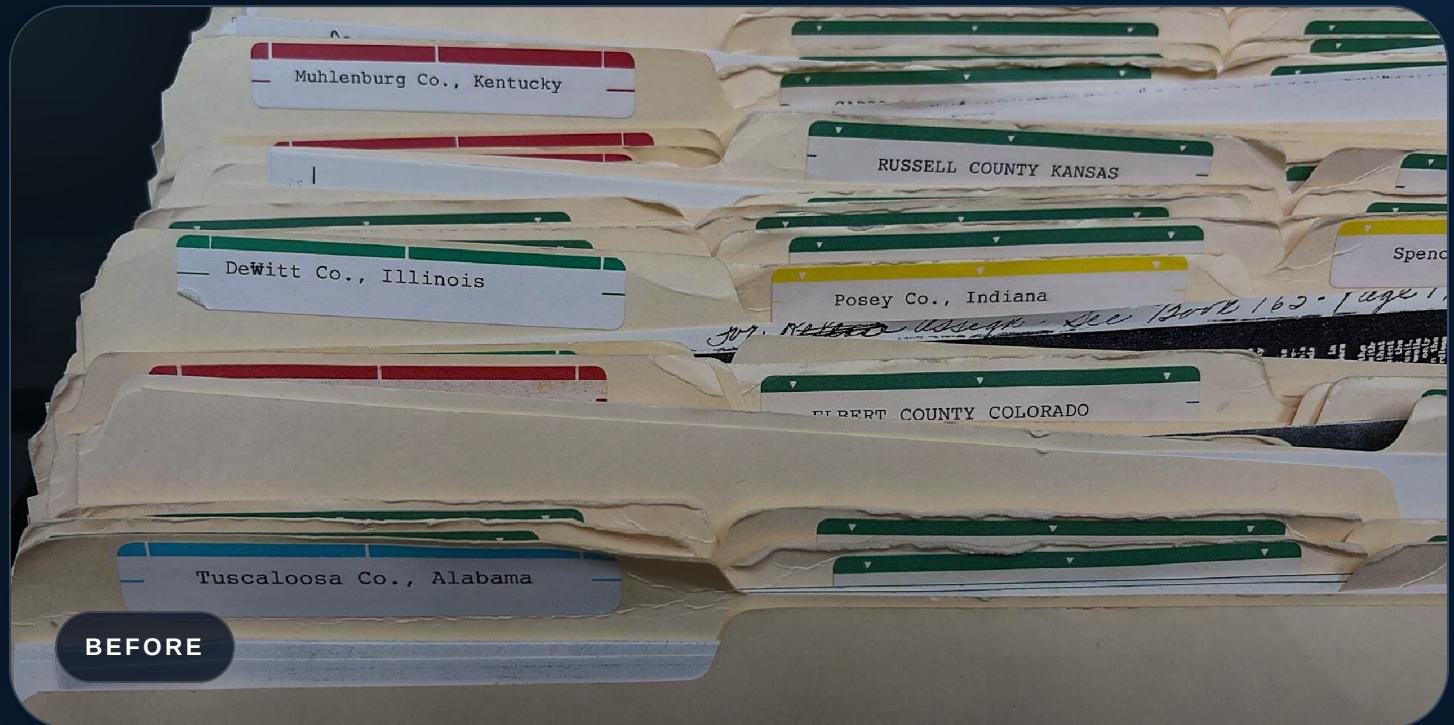
Better records access

The project was driven by the need to retrieve records faster and use the information in those files more effectively.

THE PROBLEM

Paper county records made retrieval slower and less efficient

An oil and gas company in Sugar Land, Texas, near Houston, relied on paper documents related to 143 counties in Texas, along with records from other states. Stored in top-tab folders inside vertical file cabinets, the files required manual searching and limited how quickly the records team could access information.



BEFORE

01

The company needed better access to records used in its mineral records work.

02

Paper files made it harder to search and use the information contained in the records.

03

Vertical file cabinets occupied space that could be recovered after digitization.

THE SOLUTION

OCR document scanning with light indexing and secure file delivery

Southwest Solutions Group provided document scanning services for 41 boxes of records. The project converted the paper files into 81,100 images and delivered the final output as OCR-searchable PDF files on an encrypted hard drive.



WHAT WE INSTALLED

Paper records digitization

SSG scanned the organization's county and mineral records, converting physical files into digital records that no longer required cabinet-based retrieval.

WHY IT FIT

The scanned records were delivered as PDF files with OCR, supporting text-based search and faster access to information.

OPERATIONAL IMPACT

SSG reviewed the indexing need with the organization and helped define a practical structure for organizing the scanned records.

A controlled scanning workflow from file survey to closeout

SSG used a structured process to confirm the record scope, validate the scan output, prepare the files, scan the documents, communicate progress, and complete secure delivery.

01

SITE COORDINATION

Initial project review

The project began with an online team meeting to review the organization's records access needs and desired digital output.

02

PLANNING

Onsite records survey

SSG performed an onsite survey, documented the files, and reviewed the paper records stored in vertical file cabinets.

03

EXECUTION

Sample scan for proof of concept

SSG provided a sample scan so the client could review the digital output and approve the approach before the full scanning project continued.

04

HANDOFF

Indexing discussion

Because the indexing requirement was light, SSG worked with the organization to help define an indexing process that fit the project.

RESULTS

Faster retrieval, improved workflow, and recovered space

The completed document scanning project gave the organization faster access to records. By converting paper files into OCR-searchable PDFs, the company reduced manual search time, improved internal workflow, supported efficiency with clients, and recovered space previously used for cabinet-based storage.

PRIMARY OUTCOME

Faster records retrieval

Digital records gave the client faster access than searching through paper files stored in vertical cabinets.

WORKFLOW

Improved internal efficiency

The project improved workflow and increased efficiency for internal users and client-related records work.

ORGANIZATION

Space recovered

Scanning the records and removing the vertical file cabinets helped recover physical space.

LONG-TERM VALUE

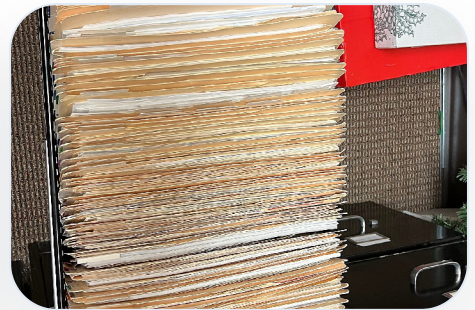
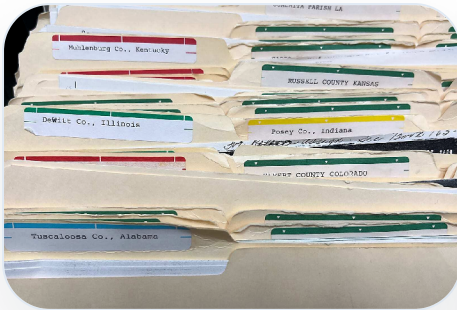
Searchable digital output

PDF files with OCR made the scanned records easier to search and use.

PROJECT PHOTOS

Before images of the records environment

Before images show the paper records, top-tab folders, and vertical file cabinets prior to scanning.



READY TO SOLVE A SIMILAR PROBLEM?

Need faster access to paper records?

Southwest Solutions Group helps organizations convert boxed records, file cabinet documents, and business files into searchable digital records with secure delivery options.

If paper files are slowing retrieval, taking up space, or limiting how your team uses information, request a consultation to discuss a document scanning project.