

Fort Bend County Uses Document Scanning Services to Digitize Nearly 7 Million Court Records

Fort Bend County District Clerk's Office partnered with Southwest Solutions Group for secure document scanning services that converted nearly 7 million paper court records into searchable digital files. The project improved access to records while preparing them for the county's case management system.

INDUSTRY

Government

The project supported a county district clerk's office responsible for family, civil, criminal, confidential, and court records.

LOCATION

Richmond, Texas

Completed for a county records operation in the Houston metro area.

FACILITY TYPE

District Clerk's Office

Records were staged from courthouse storage areas, including a basement and third-floor file room.

SOLUTION

Document Scanning

Secure scanning, indexing, and quality review converted physical court files into digital records.

PRODUCTS USED

Document Scanning Services

The service combined CJIS-compliant handling, 300 DPI color duplex scanning, barcode tracking, indexing, and image quality validation.

OPERATIONAL GOAL

Improve Court Record Access

The county needed a secure way to reduce reliance on paper files and support faster retrieval for court operations and records requests.

THE PROBLEM

A Large Paper Archive Was Slowing Records Access

The Fort Bend County District Clerk's Office managed decades of court records stored across multiple courthouse areas. The archive included aging, sensitive, and legally important files that required careful handling, but staff did not have the capacity to scan the growing paper collection internally.



BEFORE

01

Growing Paper Volume

The office managed family, civil, criminal, confidential, and court files dating back to 1984. The volume of paper records consumed valuable storage space and continued to grow beyond the staff capacity available for internal scanning.

02

Slow File Retrieval

Records were stored in several areas, including the courthouse basement and a third-floor file room. Staff could spend two to three days searching physical archives for some requested records.

03

Sensitive Record Handling

The archive included CJIS and confidential records that required secure transportation, storage, access control, and personnel screening. Many files also contained handwritten notes, stamps, color markings, exhibits, and other legal details that needed to be preserved during scanning.

Secure Document Scanning Services for Court Records

Southwest Solutions Group created a controlled document conversion workflow for Fort Bend County's court records, from secure pickup through digital delivery. The process combined signed packing slips, barcode chain-of-custody tracking, restricted storage, document preparation, 300 DPI color duplex scanning, manual indexing, and 100% image review. Digital records were organized for import into the county's case management system while preserving handwritten notes, stamps, exhibits, color markings, and original file structure.



DIGITIZATION STRATEGY

Convert Court Files Without Losing Legal Detail

Records were scanned in color and duplex at 300 DPI to capture handwritten notes, stamps, exhibits, graphs, color markings, and other legally important details.

WHY THE PROCESS FIT

Control Sensitive Records From Pickup To Delivery

The project used signed packing slips, box-count verification, secure transport, restricted storage, barcode-based chain-of-custody tracking, and CJIS-compliant handling for confidential records.

OPERATIONAL IMPROVEMENTS

Improve Access to Digital Court Records

Manual indexing helped organize records for faster retrieval and future access through the county's case management system.

A Controlled Workflow For Millions Of Court Record Images

The work was managed as a multi-phase government records conversion project with controlled movement from the Fort Bend County Justice Center to a secure processing facility. Each phase followed secure chain-of-custody procedures to protect sensitive court records throughout transport, preparation, and scanning. Expedited file-request support helped the office access needed files while records were away from the courthouse.

01

ON-SITE ASSESSMENT

Confirming Record Volume, Locations, And Requirements

Project planning accounted for court record locations, file types, document conditions, secure handling needs, and Odyssey indexing requirements before boxes moved into production.

02

SECURE DOCUMENT TRANSIT

Secure Transport of Court Records

Court records were securely transported from the Justice Center to the scanning facility using documented chain-of-custody procedures that protected sensitive files throughout the project.

03

DOCUMENT PREP

Preparing Court Records for Document Scanning

Each box and file entered intake with counting, barcode identification, and chain-of-custody tracking. Teams removed staples, clips, and clasps, then prepared tri-fold records, colored documents, oversized items, legal-size pressboard folders, and aging paper for scanning.

04

INDEXING BLUEPRINT

Building Index Data For Odyssey

Indexing followed the county's records structure so digital files could be prepared for Odyssey import. When records were missing from the county's database, the missing index information was created manually.

05

PRECISION SCANNING

Capturing Records In Color And Duplex

Documents were scanned in color and duplex at 300 DPI to preserve handwritten notes, stamps, exhibits, color markings, graphs, and both sides of pages.

06

IMAGE PERFECTION CHECK

Reviewing Every Scanned Image

Every image was reviewed for legibility, orientation, completeness, correct order, and overall scan quality before the files moved forward.

07

CUSTOM DIGITAL DELIVERY

Delivering Searchable Digital Court Records

XML index files were created for import into the Odyssey case management system. The completed production volume reached 6,980,274 delivered digital images.

08

FINAL DOCUMENT DISPOSITION

Handling Originals After Production

Final handling of original records remained subject to county approval after production and review. Certified destruction services were available after approval, but final disposition is not confirmed in the project record.

RESULTS

Nearly 7 Million Court Record Images Prepared For Digital Access

Fort Bend County District Clerk's Office completed a large-scale conversion of paper court records into digital files. The digital archive gives staff faster access to court records, reduces dependence on paper files, and supports future records management and public information requests.

PRIMARY OUTCOME

6,980,274 Digital Images Delivered

Southwest Solutions Group scanned 3,264 boxes of court records and delivered nearly 7 million digital images. The completed production covered family, civil, criminal, confidential, and court files from multiple courthouse storage areas.

WORKFLOW

Reduced Dependence On Physical Archive Searches

Before digitization, staff could spend two to three days locating some records in physical storage. The digital archive made court records faster to locate and reduced the time staff spent searching through paper files.

ORGANIZATION

Securely Managed Records Throughout Digitization

Barcode tracking, intake validation, packing slips, and chain-of-custody controls improved visibility into record movement during production. Manual indexing and XML file creation also structured scanned records for use in Odyssey.

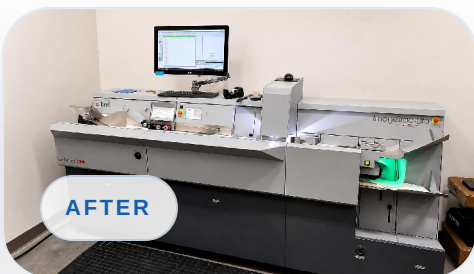
LONG-TERM VALUE

Repeatable Process For Future Scanning Phases

The project created a documented approach for secure pickup, preparation, scanning, indexing, and image quality review of large court-record archives. That process supports future records growth while reducing handling of fragile original documents.

Court Record Scanning Project Images

Project images show the secure document scanning environment and production process used to convert county court records into digital files.



READY TO SOLVE A SIMILAR PROBLEM?

Plan Your Document Scanning Project

Southwest Solutions Group helps government offices convert paper records into organized digital archives with secure handling, indexing, and image quality review.

Talk with our team about document scanning services for court records, confidential files, and other large paper archives.