

# Luton Borough Council

Luton Borough Council is the local government authority responsible for providing services to the 204,000 people in the Luton area.

## Microsoft SharePoint for Electronic Document Management with integrated Scanning from Kofax



### The Problem

The Council's paper record files relating specifically to Trading Standards, Licensing and Environmental Health were not secure and did not allow documents to be effectively locked down and tracked as soon as they entered the Council. In addition, being unique data, this posed a business continuity weakness.

### The Solution

After examining the requirements around the Code of Practice for Information security (ISO 27002) and Code of Practice on Legal Admissibility and Evidential Weight of Information Stored Electronically (BS 10008), Deltascheme recommended the use of Microsoft Office SharePoint Server and Kofax Capture to provide the secure end-to-end scanning solution.

Deltascheme started the implementation with a 10 day engagement using SharePoint Deployment Planning Services (SDPS). SDPS is a Microsoft software assurance benefit, which is a pre-defined paid service from Microsoft to plan an effective SharePoint deployment. The successful implementation of the solution enabled up to 300,000 paper images to be processed per annum and allowed other benefits of SharePoint to be introduced to the Council. Since the initial implementation of Kofax Capture went live, the Council has now also implemented Kofax Express to extend the range of documentation that is scanned. Documents being scanned include:

- Driving licences
- DVLA mandates (big batches)
- Passports
- Invoices
- MOT certificates
- Cheques for payments
- General correspondence
- Application forms
- Insurance certificates
- Log books (A3 size)

### Benefits

- Legal Admissibility (BS 10008) and ISO 27002 compliance.
- Significantly enhanced staff productivity and efficiency.



“*The implementation of Kofax has provided us with an effective way of quickly capturing our paper content into SharePoint for long term secure storage that is legally admissible. We would not hesitate to recommend the solution implemented or our implementation partner, Deltascheme, who have worked with us tirelessly to ensure the project was a success.*”

**Hazel Martin**

MIS Systems Manager—Environment & Regeneration

## About Deltascheme

Deltascheme is a leading provider of business and technical consultancy for Electronic Content Management and Business Process Management solutions based on Microsoft technologies.

Established in 1986, Deltascheme have consistently delivered best-of-breed technologies and proven solutions in answer to the growing business needs of their customers. To find out more about Deltascheme go online to:

**[www.deltascheme.com](http://www.deltascheme.com)**.