

IS YOUR DOC READY TO GO PAPERLESS? A 7-POINT CHECKLIST



Corrections departments handle mountains of paper every day — from offender files and incident reports to HR records and facility maintenance logs. As these records grow, so do the inefficiencies: misplaced documents, slow response times, and rising storage costs.

Going paperless with an enterprise content management (ECM) solution like OnBase by Hyland can streamline how your Department of Corrections (DOC) captures, shares, and secures information. But before you begin the journey, it's critical to assess whether your organization is truly ready.

Our 7-Point Checklist will help you evaluate your readiness to transition to a digital, paperless operation — and pinpoint areas that may need attention before deployment.

IS YOUR DOC READY TO GO PAPERLESS?

1

Centralized Record Access

Question: Can staff across facilities easily access the same offender or HR records without duplication or delay?

Why It Matters: A centralized system ensures accuracy, reduces redundancy, and promotes faster decision-making across departments.

2

Standardized Document Management Practices

Question: Are policies and procedures consistent across all divisions for how documents are created, stored, and archived?

Why It Matters: Without standardization, digitization can replicate inefficiencies instead of eliminating them.

3

Secure Storage and Role-Based Access

Question: Are you confident that sensitive data is only accessible to authorized personnel?

Why It Matters: A paperless DOC must maintain strict security and compliance standards to protect inmate, staff, and operational data.

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4

Digital Workflow Capabilities

Question: Are there processes in place that could benefit from automated routing, notifications, or approvals?

Why It Matters: Workflow automation eliminates manual bottlenecks, saving valuable staff time and improving accountability.

5

Staff Readiness and Training

Question: Have your teams received training or orientation for digital tools or ECM systems?

Why It Matters: Technology adoption depends on people — the more comfortable your staff is with change, the smoother the transition.

6

IT Infrastructure and Integration

Question: Can your current IT systems integrate with a modern ECM platform like OnBase?

Why It Matters: Integration ensures your ECM complements existing databases, offender management systems, and HR software without disruption.

7

Leadership Commitment to Change

Question: Do department leaders actively support the transition to digital records?

Why It Matters: Successful paperless initiatives rely on visible leadership support to secure resources and drive cultural change.

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PRINTABLE CHECKLIST



Print this page and use it during team discussions or internal assessments.

A score of 5 or more "Yes" responses indicates your DOC is well-positioned to begin its paperless transformation.

Question	Yes or No?	Notes/Action Items
Centralized Systems Access		
Standardized Document Processes		
Secure Storage and Role-Based Access		
Digital Workflow Capabilities		
Staff Readiness and Training		
IT Infrastructure and Integration		
Leadership Commitment		

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ABOUT US



3SG Plus is a technology reseller and IT managed services provider headquartered in Columbus, Ohio. Our services include enterprise content management, digital transformation, and cybersecurity. We are an authorized OnBase reseller, integrator, and professional services provider.

We provide customized OnBase deployments, platform integrations, and solution enhancements designed to improve operational efficiency for Departments of Corrections. We also provide onboarding assistance and post-implementation support.

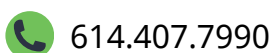
Our team has 20 years of experience in providing digital transformation solutions to public and private sector clients. Our expertise and comprehensive support services enhance operational effectiveness, boost transparency, and maximize the value and impact of their OnBase software.



OnBase by Hyland is a comprehensive enterprise content and business process management solution designed to streamline document handling, refine workflows, and bolster organizational efficiency. The platform includes a centralized document repository for seamless storage, organization, and retrieval to foster collaboration and maintain data integrity.

Departments of Corrections and Rehabilitation use OnBase to capture, process, and manage enterprise content across the facility. The platform provides users with a complete view of the information they need, when they need it.

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