

SCANNING Project:

National Charity

What?

The Royal National Lifeboat Institution's headquarters in Poole holds important documentation for more than 200 lifeboat stations across the UK. These documents include plans, deeds and leases - some of which date back to the 1800's.

Why?

The older leases were showing signs of deterioration; especially those which were hand-written by solicitor's clerks up to 200 years ago. Fading and tearing starts to compromise the integrity of these irreplaceable documents and, where proof of title is concerned, accuracy and clarity of information is paramount.

Due to the importance of these documents and with space being at a premium in the RNLI main office building they are stored in high security, fireproof safes located in a separate building. Frequent access to these files entails a time-wasting walk (or a soaking on rainy days!)

How?

Ordinary scanning services could not cope with such a diverse quality of document. Topscan were able to deal with awkward

document sizes, ribbons, binders, pins and even ribbon seals - all adding to the delicacy of the task. All such elements were carefully removed and scanned to produce the optimum image and in colour where necessary.



The scanned images were checked for quality and then indexed according to RNLI's specifications and structure. Topscan used an industry standard .pdf format as the storage platform, which allows access from any PC using 'free-to-use' Acrobat Reader software.



The result?

Peter Guscott says, "The indexing of the files allows direct access from any designated PC. Also, we can print information, email it or post it on a web site."



"We now have all our important deed files digitised and I can access any page of any document at the stroke of a key so I no longer need my umbrella on those rainy days!"



Who?

Peter Guscott, RNLI Property Transactions Manager