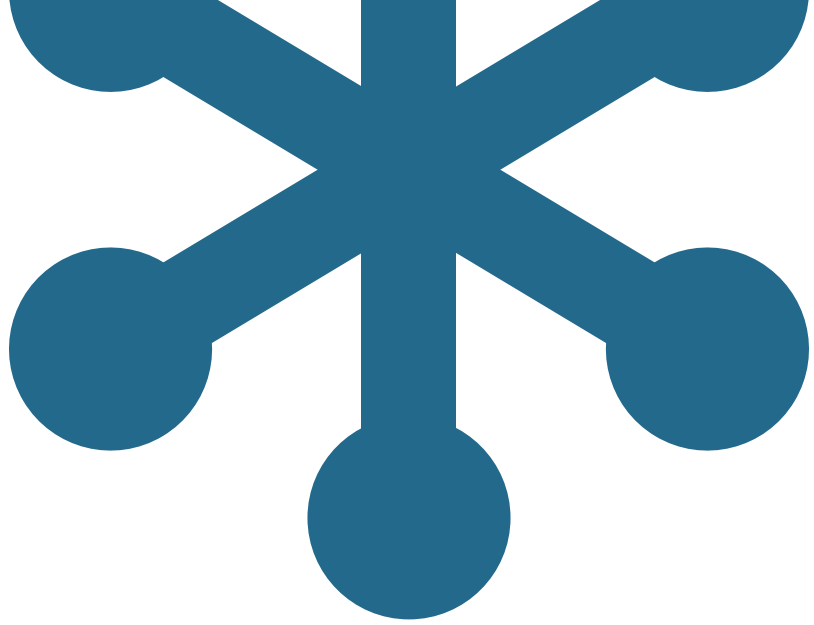


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Document Indexing Services

Custom indexing services to meet your business needs

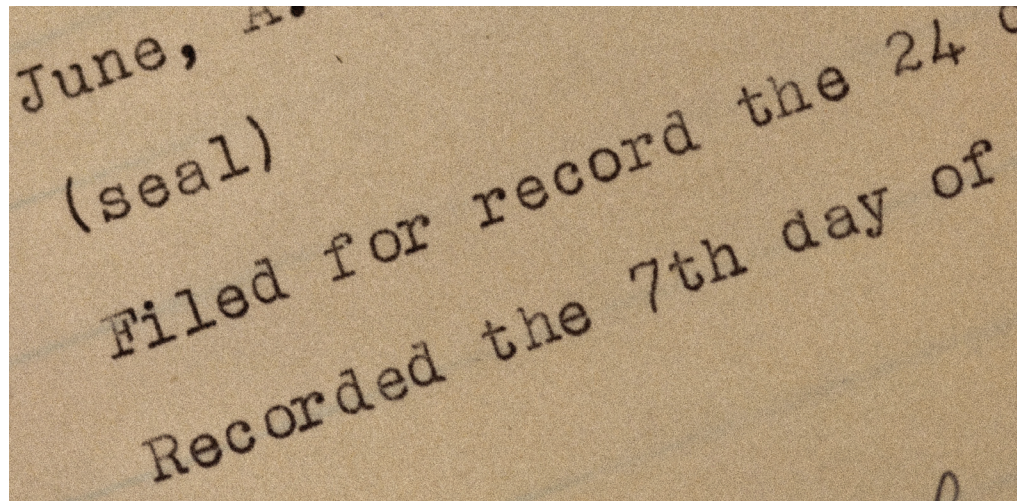


Requirements Analysis

Grantor/Grantee Index

Double Keyed

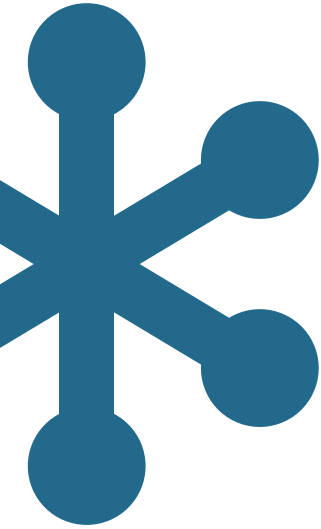
Imaging Match



The key to good indexing is understanding your business and all its departments. With such a wide variety of documentation, it can become a complicated formula determining how to properly categorize and organize data.

Luckily, we speak the language. At Cogniserv, we have put together a dedicated indexing team to assist you with all of your organizational indexing needs. With years of government experience, we understand how to properly allocate data to ensure your records are properly kept, based on your business' personal taxonomies.

Our indexing is like an onion. Layers of data for simple searching.



Requirements Analysis

County records come in many shapes and sizes, and therefore have a multitude of indexing requirements. From deeds and births to civil case files, these records demand years of experience in indexing environments to effectively create the necessary metadata for today's county data repositories.

Cogniserv's indexing team has years of experience with counties, title companies and service bureaus, refining best practices and standards for the unique requirements of county and district clerk offices.

Double Keyed

When it comes to documenting handwritten records, especially with aged historical documents, the biggest risk comes with interpreting illegible words. To ensure we're providing the most accurate records possible, we've implemented a review policy where all content is interpreted by two operators before any data is deemed complete. If there are any discrepancies, a supervisor will visually inspect the document to ensure accuracy.

Grantor/Grantee Index

The most important aspect of Official Property Records is maintaining the integrity of the Grantor's and Grantee's. Years of complex litigation can ensue if Grantor and Grantee information is incorrectly recorded or corrupted from poor indexing standards.

Cogniserv provides consulting on proper indexing taxonomies prior to beginning any OPR indexing service. This detailed collaboration provides the foundation from which proper indexing schema's are implemented.

Imaging Match

Cogniserv is often engaged in projects with counties that have spent years creating index information. If the county has confidence in this data, Cogniserv will merge or match it with images. This simple - yet powerful - combination of images and index information will ensure search consistency and low cost of imaging. Cogniserv generally conducts full audits of a county's records, both images and index, to leverage any existing data, saving the county money.

Want to learn more about
our other Document Services?

Call us at [214.819.9993](tel:214.819.9993)
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