Digital Document Management Services

pennsylvania DEPARTMENT OF REVENUE

Tom Corbett, Governor • Daniel Meuser, Secretary of Revenue

About Us:

The Department of Revenue's Digital Document Management and Micrographic Services (DDMMS) are available to state agencies. Located in Harrisburg, DDMMS provides services designed to meet specific agency needs on a charge-back basis.

Our Services:

- **Mail Services**
  Items can be picked up at the local Post Office or delivered.
- **Document Preparation**
  We can perform all document preparation, share tasks with agencies or perform only a quality check prior to scanning.
- **Document Scanning**
  State-of-the-art scanners for coupon and check scanning and for all documents up to legal size.
- **Remittance Processing**
  Full-service check depositing center.
- **Data Capture**
  Quality capture of data according to customer requirements and guidelines.
- **Customized Output**
  Images and data outputs tailored to customer needs and specifications.
- **Reporting**
  Daily reports customized to customer requirements.
- **Computer Output Microfilm (COM)**
  Convert computer-generated information from magnetic cartridge directly to various microfilm formats.
- **Microfilm Scanning**
  Convert microfilm to electronic digital image file formats. Enhancement of poor quality images and conversion to grayscale is also available.
- **Large Format Scanning**
  Scan color and black and white input up to 50 inches wide by any length. The scanner can also scan rigid materials such as cardboard and foam board up to 0.6 inches thick.
- **Source Document Scanning**
  Scan paper business-sized documents to output as .tif, .pdf or .jpg file formats.
- **Image Conversions**
  Convert image files to Adobe PDF files in PDF Image Only or Image With Hidden Text formats. Image enhancement of poor quality image files improves readability and can reduce file size without sacrificing legibility.
- **Source Document Microfilming**
  Film original paper records using scan-to-film Bit-mapped 16 mm microfilm and microfiche.
- **Microfilm Processing and Duplication**
  Master film, roll film and microfiche copies available.

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Features:

- **Security**
  All services are performed in secure commonwealth buildings.

- **Customization**
  Systems and projects can be designed to meet agency specifications. Also, systems are dedicated to a specific customer and are not shared across the customer base.

- **Timely Processing**
  Resources are in place to guarantee timely processing regardless of season or workload peaks.

- **Dedicated Project Manager**
  All work is coordinated by a dedicated project manager to give each agency one point of contact for all services.

- **Technical Assistance**
  Technical assistance provided upon request. Staff is available to advise about job specifications, cost proposals and other aspects of creating a project using DDMMS.

Current Customers:

We already have a solid customer base, including the following state agencies:

- Department of Environmental Protection
- Department of Health
- Department of Labor & Industry
- Department of Public Welfare
- Department of Transportation
- Department of Agriculture
- Office of Administration
- Office of the Budget
- Board of Probation and Parole
- Insurance Department
- Public Utility Commission
- Fish and Boat Commission
- Game Commission
- State Employees' Retirement System
- Public School Employees' Retirement System
- State Police

Contact Information:

For more information or to discuss your digital document management or micrographic needs, please contact us by email at ra-ddmms@state.pa.us.