
Online Index Books (OIB): Presenting County Historical Information Online

With OIB electronic access to images, it is easy to maintain the physical integrity of source documents. OIB conveniently allows users to search a name, be placed on the first page of the index book where that name resides, then electronically “page” through the appropriate section of the index. Once the entry is located, the user simply enters the book and page of the document and the image is immediately retrieved.

“The benefits including accessibility and increasing efficiency for the future of your office are important. You have to look at the bigger picture,” said Mary Weidman, Chenango, New York, County Clerk.

Ready to Generate Revenue for your County?

OIB provides online, 24/7 access to your records from anywhere -- giving complete electronic access to handwritten Grantor and Grantee indexes and land documents filed prior to implementation of electronic systems typically implemented in the 70s or 80s.

County residents, and anyone, anywhere in the world, will appreciate the ability to pay a small fee to conveniently retrieve their land records online; no more calling, traveling and waiting at the Recorder’s office to obtain the information.

Make online searches generate revenue with Cott Systems e-commerce software and easy public access to land records.

Empower Users and Improve Office Efficiency

Our intelligent, intuitive and easy-to-use search capabilities can be executed remotely by users to reduce public traffic in the office and the resulting burden on county office staff.

OIB allows you to save the public -- and your office staff -- lots of time by providing documents online, empowering people to search on their own and enable staff to attend to other important needs of the county.

Preserve and Protect Official Documents

Our online system means that fewer people are handling the physical books -- which helps keep important, aging documents from potential damage. As the official custodian of your county’s records, OIB works with you to create an online index for historic documents that are an important step in the county’s critical disaster recovery plan. In addition, Cott Systems gives you peace of mind by backing up every single document to our servers.

A Manageable Way to Retrieve the Information You Need

OIB uses a web-based search tool to locate information in manual index books and the associated online documents. OIB software is fully customizable to meet your needs based on the indexing system your county is using now -- and how you want the online search feature to function so that images can be easily found.

Access Conveniently without Re-indexing

Cott Systems’ OIB can mimic your old indexing system without re-indexing documents -- saving you the cost, time and liability risks. Finally, we work with you to scan important documents to create images and we organize those online documents to streamline document identification and retrieval.