

Our Mission

To provide products and services to South Dakota governmental entities, federal agencies, non-profit organizations and state employees. To provide work opportunities for inmates, preparing them for successful return to their communities.

Our workforce consists of civilian employees that supervise specially-trained inmates working in our shops located at the South Dakota State Penitentiary in Sioux Falls, Mike Durfee State Prison in Springfield, and the South Dakota State Women's Prison in Pierre.

We are committed to providing valuable job skills and a positive work experience for our inmate workforce. The skills they learn and work ethic developed will enable them to provide for themselves and their families.



**data entry
& scan**
BUREAU

BUSINESS HOURS

Monday - Friday
7:30 AM - 10:30 AM
11:30 AM - 3:30PM

For more information contact:

Donna Whitaker
3200 East Highway 34
Pierre, SD 57501-4078
(P) 605.773.2393
donna.whitaker@state.sd.us

Or visit our website:
doc.sd.gov/adult/industry

Printed by Pheasantland Industries at the
South Dakota State Penitentiary.

data entry & scan

BUREAU



PHEASANTLAND INDUSTRIES

Services

OVERVIEW

The Data Entry and Scan Bureau is a service of Pheasantland Industries located at the South Dakota State Women's Prison in Pierre. Our workers provide data entry and document imaging services to federal, state and local governments.



DATA ENTRY SERVICES (DES)

Data Entry Services (DES) provides paper and image-based data entry services to local and state agencies who desire high volume, prompt and accurate data input and indexing services. DES is capable of entering data into pre-established or customized databases and delivering data either through direct input into the desired database or by electronic text or csv files. Among current assignments, DES is indexing medical records, marriage licenses, as well as processing government surveys.

For February 2012, DES processed 43,000 documents and produced 23 million keystrokes of verified data at a 99.9% accuracy level. DES's current annual capacity could produce over 800 million keystrokes of data, the data equivalent of roughly 1.5 million documents.

DOCUMENT IMAGING SERVICES (DIS)

Document Imaging Services (DIS) provides high-speed scanning and indexing services to local and state agencies needing high volume conversion of legacy records to electronic document management systems (EDMS).

The Scanning Bureau currently integrated with the state standard for EDMS, File Director, and is capable of working with any system the agency might utilize. DIS can likewise produce database-ready electronic files or activity import images directly into the client's document management system. The floor is capable of producing black-and-white or color images as well as front and back scanning of standard or non-standard document sizes.

DIS can deliver the electronic images to the South Dakota Office of Records Management for archiving on microfilm. For calendar month February 2012, DIS produced and indexed 125,000 images. The current floor is capable of producing almost 50 million indexed images per year.

For more information please visit our website:

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