Proven Benefits of Document Imaging

Documents/records are a necessary function of any business. It's simple with document imaging. Imaging will create a "virtual file room". Going paperless can be challenging from an organizational perspective, however the benefits are impactful. Below are five (5) proven benefits and talking points that are helpful in transitioning to a paperless work environment.

1) **Dramatically reduce real estate costs and maximize your space:**
   a. The average filing cabinet consumes a minimum of 9 square feet of space. The average cost/SQFT of Washington DC real estate is $60/SQFT. Let's assume 250 filing cabinets; roughly 2.5 million pages are taking over 2,200 square feet of space and costing $135,000/year annually just to store the paper. The same cost to scan the paper is roughly $250,000 so your ROI is tangible in less than two years.
   b. Going to a paperless environment allows companies to further maximize your workspace with cubicles, conference rooms, collaboration areas, etc.
   c. Electronic records allow companies to leverage information and governance.

2) **Convenience and ease of access to information:**
   a. Information is accessible anywhere or anytime (contingent on where it is eventually stored). i.e.: teleworking, mobility for business travel
   b. Records can be retrieved in seconds as opposed to locating the physical file. Thousands of files can be searched at once.
   c. All files and file directories are searchable and indexed by OCR for each department. Imagine being able to review documents and approve them electronically on or offsite.

3) **Increased Security:**
   a. Electronic records are tracked, and security access levels are applied to ensure that the information is not falling into the wrong hands.
   b. Information is stored on a secure electronic Document Management System.
   c. Departments control the rights to create, edit, review, approve and access documents.

4) **Automated Retention, Protection, and Increased Compliance:**
   a. Once the conversion is made from paper to digital, document retention periods can be automatically monitored, and the information can then be disposed of once it has reached its shelf life.
   b. In the event of an audit, it is critical to the organization that regulation and record retention schedules are being adhered to. Simplify that process by managing the content automatically.

5) **Add To Your Green Credentials:**
   a. Email and the internet play a large role in helping to reduce the amount of paper we consume. Multiple copies will no longer need to be created as a file backup solution. Less paper and less waste plays a role in keeping our air cleaner by reducing environmental impacts. Easily adaptable into your corporate sustainability programs.

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