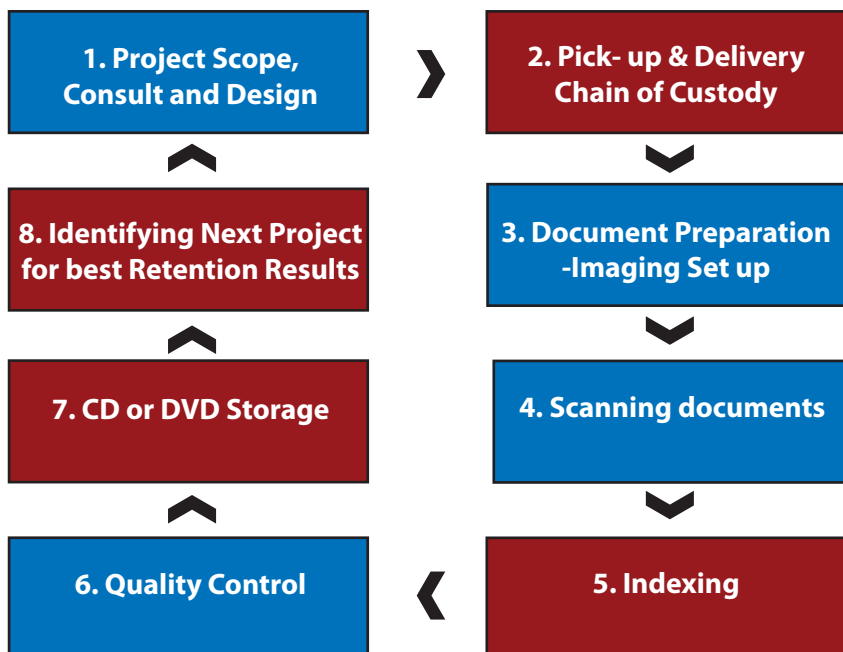


## Document Retention Worksheet

### Questions to ask yourself...

1. What problems am I facing with Document Retention?
2. What am I looking to accomplish with my current document system?
3. Are my documents taking up too much space ?
4. How much time is consumed trying to locate old documents?
5. Are my documents protected against loss and damage?
6. Do I need to scan all my documents?
7. Do I have to keep all my records and for how long?
8. What are my priority projects that need scanning?
9. What is the benefit to digitalizing my documents?

### Our Process



### Benefits...

1. **Save Money** - Document scanning eliminates the need to maintain paper based filing systems. This reduces the costs associated with filing, archiving and long term storage of paper records.
2. **Save Time** - Scanned documents can easily be accessed at a computer in seconds. Once a scanned document has been accessed, printing and email is a click of a button.
3. **Save Space** - A single CD-ROM can hold 18,000 to 20,000 scanned pages. This is the equivalent of two file cabinets worth of paper.
4. **Disaster Recovery** - Documents that have been scanned are easily backed up and protected on network servers or by electronic storage.
5. **Productivity Gains** - Studies have shown that employees spend twenty percent of their day searching for information. Using document management software, users can access decision making information in seconds, saving time and improving productivity.
6. **Security** - Paper filing systems are susceptible to misplaced, stolen and lost documents. Using a comprehensive document management software will provide additional security and user tracking to protect scanned documents.
7. **Collaboration** - Many document scanning systems integrate with business applications allowing faster access and the ability to share information in real-time.
8. **Customer Satisfaction** - Response times are reduced, information is available in seconds from a computer, remote locations and global business offices are connected and able to respond to customer needs faster and more efficiently.
9. **Regulatory Compliance** - Regulatory guidelines such as Sarbanes-Oxley and HIPAA have pushed companies to document scanning because the technology does not allow information to be lost or stolen, scanned documents cannot be edited and document management software systems offer additional securities and controls that paper record keeping cannot provide.
10. **Green Initiatives** - Scanning documents reduces the amount of paper that is printed because of email and collaboration tools.