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The Real Impact Of Document Scanning:

A Resource Guide For Document Management In The Public Sector

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After years of seeking to "do more with less", many government agencies are setting their aims higher. To meet the needs of today's constituents for better citizen experiences, public administrations are looking for ways technology can help them save time, money and resources.

This involves the implementation of document management processes and digitization of paperwork in order to: achieve higher productivity from staff who can be redeployed to perform value-added tasks and improve service delivery by being able to access immediately the information - without having to hunt for paper files.

> "...workers can waste a huge amount of time searching for misfiled documents and lost information."

However, for most companies, collecting and processing data in an accurate and effective way can be a nightmare. This content chaos worsens when the critical data is not centralized, but trapped in filing cabinets, emails, old servers throughout the building. As a result, workers can waste a huge amount of time searching for misfiled documents and lost information. Failing to find the paperwork not only a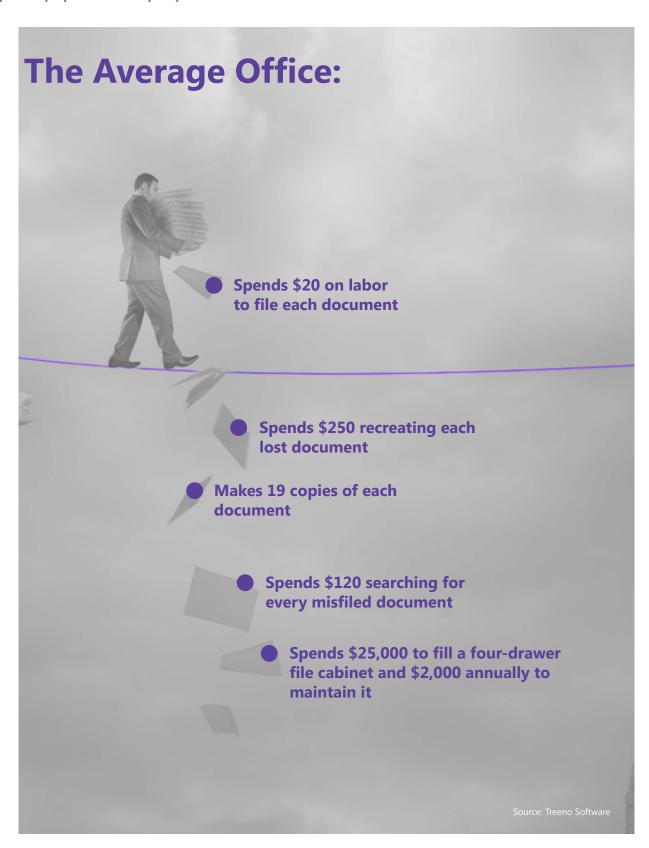ffects the overall service and response time, but might also compromise the privacy and security of sensitive information. This guide includes valuable information that will help you determine whether or not a document management solution is right for your organization.

What's the true cost of paper?

The costs related to the creation, storage, search, print and reproduction of files are growing at an exponential rate. Beyond the labor costs associated with managing paper documents, hard copy storage also represents an ongoing expenditure. For most government agencies, creating a paperless environment is not realistic, but when paper documents are no longer the primary medium for information storage and distribution, printing and reproduction decreases significantly.

The Average Office:

- Spends $20 on labor to file each document

- Spends $250 recreating each lost document

- Makes 19 copies of each document

- Spends $120 searching for every misfiled document

- Spends $25,000 to fill a four-drawer file cabinet and $2,000 annually to maintain it

Source: Treeno Software

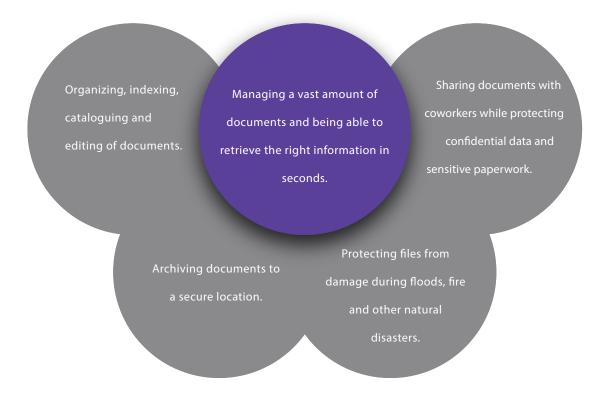# scanoptics
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There's a better way

A recent ARMA International study revealed that 'companies typically misfile up to 20% of their records – thus losing them forever.' Without an effective document management process in place, companies lose a massive amount of time and resources trying to find lost and misfiled paperwork. This often results in revenue loss and poor decision-making due to out-of-date or incomplete information.

But how do you prevent this?

Document imaging, more commonly known as scanning, can help organizations deal with the maintenance of an increasing volume of paperwork. Scanning lets organizations convert paper documents into digital images that can be easily accessed, simplifying the process of:

Organizing, indexing, cataloguing and editing of documents.

Managing a vast amount of documents and being able to retrieve the right information in seconds.

Sharing documents with coworkers while protecting confidential data and sensitive paperwork.

Archiving documents to a secure location.

Protecting files from damage during floods, fire and other natural disasters.

Being able to convert paper to digital formats, allows government agencies be more agile with their daily operations and ensure a secure record-keeping process.

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Do you really need to scan your paperwork?

Depending on the volume of paperwork you want to digitize, scanning could be a time-consuming task for your employees. To decide whether or not you should invest the time, money and resources on this task, it's important to identify how many documents your employees need to access frequently (active records) and the documents that are no longer used on a regular basis (inactive records).

Once you decide on digitizing some or all of your organization's paperwork, you'll need to choose whether to outsource your scanning or do it in-house.

Outsourcing is typically chosen by organizations with large back-file conversion projects where all files are scanned and loaded into a centralized system. This option is generally faster and if it includes a full cycle of document processing – such as: keying, indexing and quality assurance – you'll be able to be more strategic with your existing resources.

In-house scanning is ideal for organizations that have a small stream of paperwork to scan continuously. This type of scanning might be incorporated into your current workflow by adding desktop scanners or multifunction devices in the workplace.

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When choosing a document management service provider, consider the following questions, which will help you decide the best approach for your organization:

1. How many documents does your organization produce and keep on a monthly basis?

2. What is your organization's projected paperwork volume per month?

3. What kind of turnaround time does your organization need for scanning?

4. What are your organization's core document categories?

      a. Purchase Orders

      b. Invoices

      c. Contracts

      d. Proposals

      e. Letters

      f. Policies and Procedures

      g. Other documents

Scanning active documents can help your organization reduce the need for clerical work required for time-consuming tasks like document preparation, keying, and indexing. In fact, companies that implement a successful document management process can redeploy employees to perform value-added activities.

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Rethink Document Management

Organizations can be much more productive when they reduce the amount of paperwork involved in their daily operations. That's why government agencies and public administrations need a solution that can help them act fast and make a lasting impact on the community. You can have it all—power, agility, and the freedom to work more efficiently.

Document management should be an asset—one that helps you respond quickly to your citizens' needs. By improving the accessibility of your organization's data, you can bridge the gap between information and the actions required to excel. Scan-Optics offers a full cycle of document processing management to help you meet your organizational goals by providing an easier way to access, manage and preserve your critical data.

Ready to learn how Scan-Optics can help your agency achieve more?

Now you can easily access and share documents while maintaining peace of mind that your files are protected with enterprise-class security, flexible document processing, and powerful data capture and validation.

Want to know more? We're happy to schedule a free 30-minute assessment with one of our document management experts.

Click here to schedule your free assessment

About Scan-Optics

Scan-Optics, LLC helps organizations create more value with their data by capturing, managing and structuring their information through a secure technology platform. By simplifying the ability to search, retrieve and archive any type of document from your organization, Scan-Optics, LLC allows you to take control of your data so you can focus on what really matters: your organization.

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