



The paper to paperless company™

4 Benefits of Outsourced Document Management

Many companies look at their document management solution as a necessary inconvenience in the function of their operation. Their decision is usually to work with what they have and deal with problems as they arise, instead of looking at their solution as a big picture. This results in a disorganized structure with potential throughout the process for mistakes and redundancies that could easily be avoided by consulting with an experienced document management expert in order to find a holistic solution to your company's enterprise content management.

According to a recent article published by Iron Mountain, "Research shows professionals spend 5 to 15 percent of their time reading information, and up to 50 percent looking for it." Outsourcing your document management allows you a chance to clean up all the loose ends involved in your company's solution. Passing along the work to an outside company eliminates in-house burdens and puts the work in the hands of an experienced solution provider that can make sure your paperwork is handled with modern, time-proven methods. Read on to discover the key benefits to outsourcing document processing.

1. Outsourcing to an expert eliminates the burden and risk of launching your solution.

Launching a new document management solution, or restructuring an old one, comes with a variety of risks and burdens to a company that's already tasked with maintaining daily operations. This means interruptions in the daily responsibilities of those involved in managing and implementing the new system.

Enlisting the help of an experienced document outsourcing provider will prevent oversight of common operational and legal risks involved with this conversion. If you want to avoid headaches and hang ups, trust in a company that knows the process inside and out. The company you choose should handle all aspects of the conversion so your employees can focus on their usual tasks.

2. An improper solution could result in costly time sinks.

The risk of lost, misfiled or erroneously duplicated documents is high without a proper document management solution. This risk can continue to present itself when building and transitioning to a new system without professional help. The combined costs of time and resources spent tracking down, relocating, or replacing lost information can cost a company millions per year.

Outsourcing this part of the process puts the critical steps of data conversion in the hands of an expert. Enlisting professional help will lead to a faster transition; preventing lost time and ensuring documents are properly handled and sorted according to the needs of your company, both during the conversion process and ongoing in your operation.

3. Hybrid storage models are increasingly hard to execute without professional assistance.

A hybrid information storage model that uses both paper and digital filing systems combined comes with increased levels of risk for errors in the coordination between different storage types. There's an effective way to implement hybrid strategies, but without experience launching such strategies it's easy to overlook important details and lose the benefits associated with easy access to information.

A single source provider can provide you a clean, integrated way to access both paper and digital files. Housing both your digital and hard copies of information under one source ensures consistency in sorting and information access so nothing gets lost, and everything runs smoothly.



4. Industry compliance to best practices is overseen by an expert.

With tight budgets setting a limitation on the options of most companies, they are under great pressure to implement any changes in the most cost effective way possible without cutting the corners they need to function properly.

A company is always held to certain standards, like security, that cannot be compromised. An experienced provider will know how to give you exactly what you need to minimize wasted costs. You can avoid fears like buying equipment only to find out it didn't fit the needs of your organization. An expert in best practices will ensure compliance with industry standards at all levels, and know how to limit the cost of your transition.



Choosing to outsource your document management operation is going to ensure your company gets the best results from a change in your information management structure. Whether you're worried about cost, security, or ease of operation, trusting in a qualified professional will give you the best chance for success.

Reference:
Iron Mountain. (2015). 8 Reasons to Outsource Document Management. Retrieved from Iron Mountain Website:
<http://www.ironmountain.com.cn/en/Knowledge-Center/Reference-Library/view-by-Documents-Type/White-Papers-Briefs/1/8-Reasons-to-Outsource-Documents-Management.aspx>