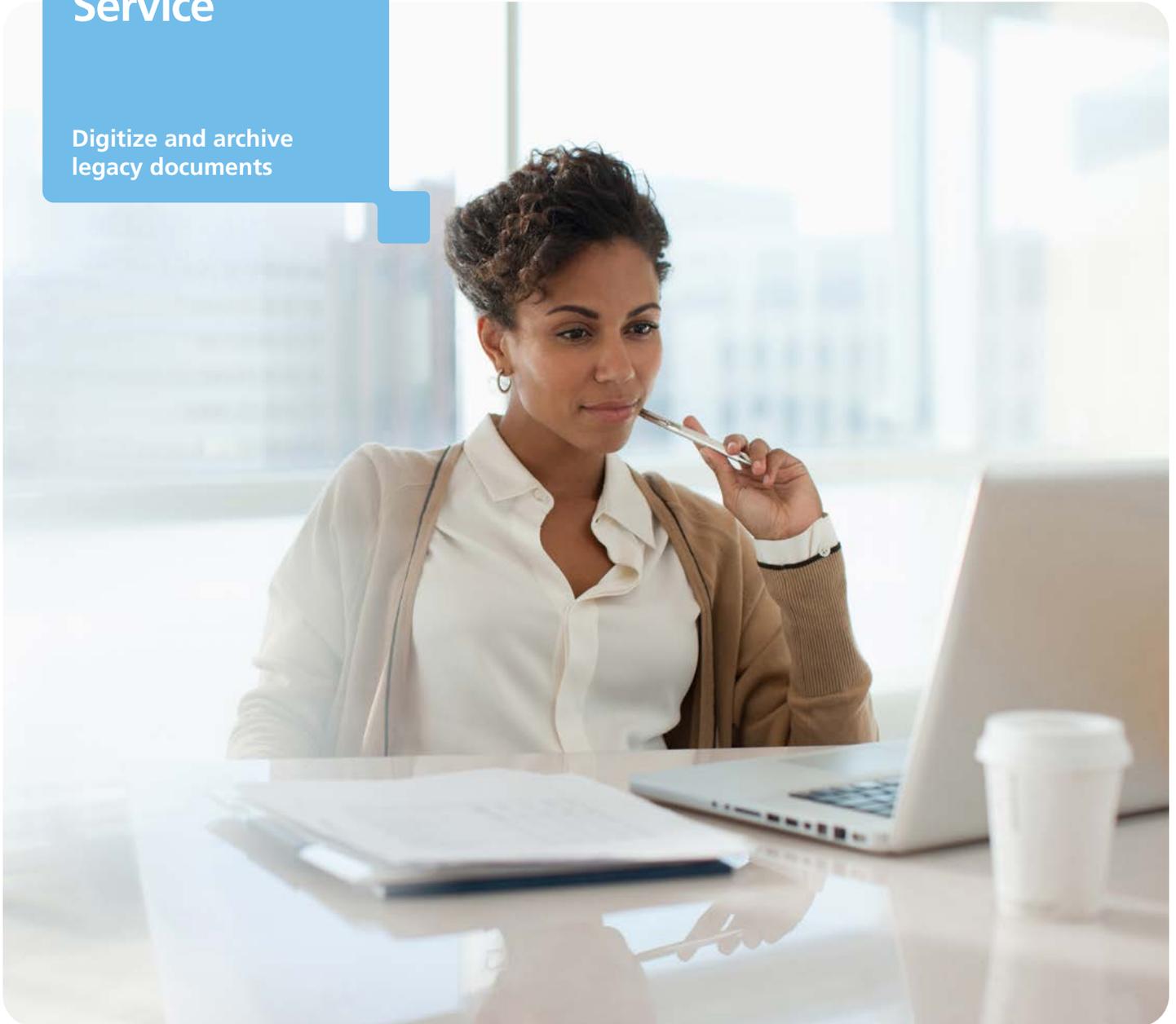


Backfile Scanning Service

Digitize and archive
legacy documents





Convert legacy documents into secured, easily accessible digital formats

How much of your business-critical information is in paper form? What happens if that paper is damaged, lost, stolen — or simply hidden in file cabinets and storage boxes, making it virtually irretrievable? As more and more companies embrace hybrid work, digitizing legacy documents makes a lot of sense for any organization to enable convenient access to information when they need it the most.

Digitize your legacy documents with backfile scanning

With backfile scanning, you can convert hundreds or thousands of manually stored paper documents into easily accessible digital formats that can be integrated into your workflows. It also allows you to seamlessly classify, index, and even reformat your digital data to be securely stored for anywhere, anytime access.

Support business continuity

Electronic documents are not bound by the physical limitations of paper or an office. Further, paper documents are especially vulnerable to natural disasters and other unforeseen crises that result in losing your valuable paper-based records or making retrieval difficult. With backfile scanning, you can have peace of mind that your legacy documents are preserved in easily retrievable digital formats that can adapt quickly to changing business needs and environments.

Improve security and compliance

With paper documents, concerns arise over compliance and privacy issues. Many regulations govern and protect information, and confidential paper documents that are lost, destroyed, or stolen can result in potential fines or lawsuits. By digitizing your documents, you can be protected from the security and privacy issues associated with manual paper storage.

As many companies embrace a mobile and hybrid workforce, it is increasingly important for organizations to digitize their paper-based records. This is where Ricoh can help. Our Backfile Scanning Service will clear the piles of paper from your storage rooms while creating a modern, digital repository of documents that your dynamic workforce can quickly and easily access – from anywhere.

Key benefits of backfile scanning

- Reduce costs associated with manual paper storage
- Free up valuable office real estate for more effective use
- Decrease retrieval time and enable instant access to information
- Increase data security by reducing the likelihood of misplacing and mishandling important and confidential documents
- Improve regulatory compliance by ensuring information is safely stored, easily searchable and always available



How we can help digitize your legacy documents for easier access and control

RICOH Backfile Scanning Service provides an end-to-end solution to help you move away from paper-based to digital document management so that your critical business information is easy to manage and retrieve. We can also classify, index, and securely store your documents for easy retrieval, and enable improved search and processing capabilities.

Our Document Imaging Specialists can also work onsite to digitize documents that can't leave your premises or transport your files to one of our Document Processing Centres located across Canada, for fast, efficient conversion.

Our Backfile Scanning Service can help simplify the way you manage your legacy documents so you can:

- Digitize and archive files to reduce (or eliminate) the space, expense and hassle of storing and maintaining hard copies
- Secure your business-critical data
- Improve your compliance by helping you maintain records and audit trails
- Classify and index your digitized data and format it to meet your specifications
- Create a searchable content repository

Why Ricoh for your backfile scanning needs

- Flexible BPaaS (Business Process as-a-Service) solutions that will optimize your budget and scale with you
- Customizable solutions and services to support business continuity, even at times of crisis
- Dedicated service and support teams located across Canada with expertise in a wide range of industries
- Business process consultants with deep expertise in a range of industries—from healthcare to education, finance and more
- Ricoh currently partners with 350 Fortune 500 companies to help them digitize and automate their essential business processes

Case Study

Ricoh digitizes more than **3 million documents** for a credit union

Challenge

A leading financial institution used a legacy document management system and had to store physical copies of more than three million files. The paperwork took up tons of space and increased the credit union's overhead costs.

How Ricoh helped

Ricoh Backfile Scanning Service digitized these documents, freeing up 1,000 sq. ft. while making it much easier for employees to find information. The credit union also redirected its storage budget into creating a new recreational facility that boosted employee satisfaction.



Work faster, smarter and more securely

Learn how we can help streamline your processes and drive better employee productivity, efficiency and collaboration. Find out more about our full range of Scanning Services [here](#).