



arch
SCAN LLC
archival and scanning services

Description of Services

**PROTECTING YESTERDAY
AND TODAY'S DOCUMENTS
AGAINST LOSS OR DAMAGE
FOR FUTURE GENERATIONS.**

www.archscan.com



archSCAN, LLC Overview



Digital Archiving and Electronic Document Management Services

archSCAN, LLC is the leading digital archiving business in Maryland. The world is becoming more computer dependant; therefore, the archival process is changing. The time for keeping paper documents has passed and the future is electronic document management systems. archSCAN understands and facilitates the process that a business goes through when transitioning from a paper format to a digital format.

archSCAN's services:

- Document Management Consulting
- Document Organizing and Indexing
- Document Scanning
- Archiving and File Management

archSCAN's benefits:

- Disaster Recovery
- Quick document retrieval
- Save time, space, and money
- Accessibility/Document sharing

Start planning for the future and begin archiving your documents on the computer today!



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About Us



Ginny Williams, President of archSCAN and Lou Baird, Director of Facilities Planning, Archdiocese of Baltimore

archSCAN, LLC is an archival and scanning business, specializing in the organizational process of converting paper documents into electronic files.

Founded in 2002, archSCAN has organized and scanned thousands of hard copy paper documents, that industries have created and are required to keep, into digital images. This process allows documents to be found within seconds on the computer. It also protects irreplaceable documents from all types of catastrophic events (fire, flood, bombs, mold, etc).

"Organizing the documents is really our niche. It's like a big puzzle. You have a little piece over here, and a big piece over there. archSCAN's role is to merge it all together into an organized file structure."

***- Ginny Williams
Founder and Managing Partner***

archSCAN, LLC has since organized and scanned large-scale paper drawings and small-scale documents into a digital formats, usually "Read-Only" PDF files. Documents are scanned at a high resolution to ensure the best image possible and an electronic index is created and tailored to meet the needs of each individual client. We spend time with each client to ensure that all of their digital archiving needs have been met and that they understand how to use the product that archSCAN has created for them.

archSCAN is certified by the State of Maryland as a minority/disadvantaged enterprise and is certified by the City of Baltimore as a WBE.



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Clients

archSCAN, LLC has a diverse range of clients across multiple industries. archSCAN has served high profile corporations, educational facilities, hospitals, religious institutions, architectural and engineering firms, construction companies, and property management organizations with the massive conversion of tens of thousands of large and small paper documents. We provide a custom solution to meet the different needs of our diverse client base. Our goal is to provide individualized service to clients and to deliver a product delivered on-time and adhering to strict and verifiable quality assurance standards.

Architects:

VOA Architects, Washington, DC
CSD Architects, Baltimore, MD

Engineers:

Henry Adams, Inc., Towson, MD
Leach Wallace Associates, Inc., Elkridge, MD
Johnson, Mirmiran & Thompson, Sparks, MD
Wallace, Montgomery & Associates, Towson, MD
KCI Incorporated, Hunt Valley, MD

Construction Companies:

J. Vinton Schafer & Sons, Abingdon, MD
Oak Contracting, Towson, MD
Barton Malow Company, Linthicum, MD
Skanska USA Building, Inc., Rockville, MD
Bovis Lend Lease, Bethesda, MD
Henry H. Lewis Contractors, Owings Mills, MD

Religious Institutions:

Archdiocese of Baltimore, Baltimore, MD
Redemptorist Fathers, New York, NY

Development/Real Estate Companies:

MacKenzie Management Corporation, Lutherville, MD
Broadway Medical Facilities, Lutherville, MD
Foxleigh Management, Lutherville, MD

Educational Facilities:

Calvert County Public Schools, Prince Frederick, MD
Harford County Public Schools, Bel Air, MD
Maryland Institute College of Art, Baltimore, MD

Healthcare Organizations:

University of Maryland Medical System, Balt, MD
Union Memorial Hospital, Baltimore, MD
Good Samaritan Hospital, Baltimore, MD
St. Agnes Hospital, Baltimore, MD
Greater Baltimore Medical Center, Baltimore, MD
Sinai Hospital of Baltimore, Baltimore, MD
Johns Hopkins Univ School of Medicine, Balt, MD
Johns Hopkins University Bloomberg School of Public Health, Baltimore MD
Sheppard Pratt Health System, Baltimore, MD
St. Joseph Medical Center, Towson, MD
Sibley Hospital, Washington, DC

Private Corporations:

American Institutes for Research, Washington, DC
Arbitron Inc., Columbia, MD
Global Facilities Management, Hunt Valley, MD
American Water Works Association, Wash, DC
TPC, LLC, Hydes, MD
Foveonics Imaging Technologies, Eatontown, NJ

Government Agencies:

MD Stadium Authority at Camden Yards, Balt, MD
Maryland State Archives, Annapolis, MD
Maryland Natural Resources Police, Annapolis, MD

Hotels:

Intercontinental Harbor Court, Baltimore, MD
Hyatt Regency, Baltimore, MD



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Document Management Consulting



Overwhelmed by the piles of papers, boxes of binders, and overflowing storerooms in your office?

Don't know where to begin the process of organizing and transferring your paper documents into an electronic document management system?

archSCAN, LLC offers many consulting services to help you formulate a strategy on how to manage the task of organizing and archiving important documents. Our highly trained archivists give sound advice on where and how to begin the process. They may even organize the documents for you if you do not have the time, or the manpower, to do it yourselves.

Electronic Document Management Systems (EDMS) require a great amount of thought and planning in order for the implementation process to run smoothly. archSCAN will provide guidelines and suggestions as to how to set up an EDMS. Download our free booklet on Electronic Document Management Systems (EDMS) for more information.

Our past consultancy projects have included:

- Analysis of current document archives and document lifecycles
- Advice on EDMS implementation procedures
- Production of EDMS "statement of requirements"
- Assessment on the Return On Investment of digital archiving and EDMS
- Information regarding the compliance and legal issues of a EDMS

archSCAN, LLC is an independent company which is not affiliated with any specific products. We operate a full scanning facility (large and small format scanners) to assist clients with their scanning needs.

Call archSCAN today to discuss how to implement digital archiving and electronic document management systems for your company!



Document Organizing and Indexing



- Document organization
- Document indexing
- Creation of a database
- Removal of duplications and unnecessary documents
- Document repair
- Careful preparation and handling of your documents

The organizational phase is archSCAN's specialty and it is a unique service which is not provided by any other business in the Maryland/DC area.

Many companies have piles of paper documents crowding work areas and storage rooms that they would like to organize, scan, and throw away. However, they do not have the time or personnel to be able to go through them in order to have them scanned by a scanning or reprographics company. **archSCAN will organize your documents for you!**

We consider the organizational phase to be the most crucial stage of the archiving process because **this service allows our clients to know exactly what they have** in their files. The clients can decide which documents to scan, which documents to discard, and which documents to simply keep in a paper format. We save our clients a lot of money by helping them organize their documents before the scanning phase begins.

archSCAN's trained archiving staff, with over 90 years combined experience in the reprographics industry, offers a unique service. We do on-site or off-site inventorying of large and small format documents. We classify and organize every document and create an index in Microsoft Access, which gives searchable fields enabling the fast retrieval of any document. **A custom database is created to meet the specific needs of each client.**

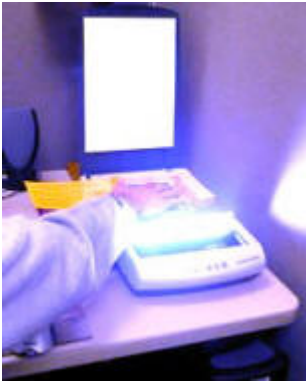
Our strengths lie in finding order in chaos, merging separated sets, integrating documents which are stored in several different locations, and discarding duplicates. Our staff also meticulously repairs damaged documents such as taping up rips, patching holes, and removing staples to protect them for future use.



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Document Scanning



- Full Scale (100%) Scanning
- Black and White/ Color Scanning
- Secure shipment and storage of your documents
- Scanning of books, flat documents, two sided documents, oversized documents, blueprints, maps and more
- Timely turnaround and delivery
- On or off-site scanning services

archSCAN, LLC will scan large and small format documents, blueprints, maps, books and other documents. We have large and small document scanners at our facility and may also provide on-site scanning services as well. We help you manage your documents and information such as document archiving, document lifecycle management, revision control, scan to CD, and web access to documents.

Documents are scanned to full scale (100%) at a minimum of 200 dpi to guarantee the documents are viewable to the smallest detail. They are converted to a PDF (Adobe) or to a TIFF (Windows Imaging) in a Read-only format to protect the documents from being distorted or manipulated for archiving purposes. Other archived documents on microfiche, 35 mm roll film, and 16 mm roll film may also be converted into an electronic format.

Small Document Scanning

We have the capacity to scan over 10,000 pages per day into most formats including TIFF, PDF, JPG and many more.

Large Format Drawing Scanning

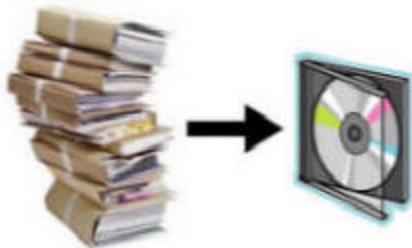
Our large format scanners can cope with drawings of up to 36" wide and any length. We have the capacity to scan approximately 1000 drawings a day. One the most challenging drawings to scan was a pencil drawing of a stained glass window, on bum wad media, created in 1923, which was over 8' long!

Adobe Acrobat/PDF Services

Many companies now wish to place their documentation on the web, intranet or on CD-ROM. archSCAN can convert documents into single or multi-page PDF files. We also often use bookmarks to help clients quickly find information.



Archiving and File Management



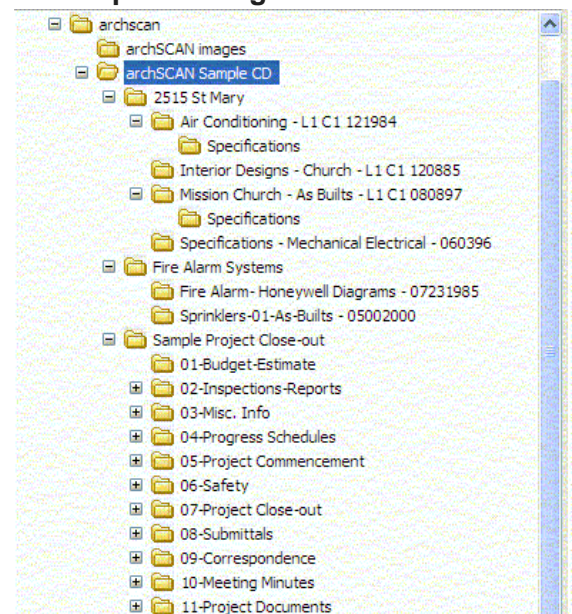
- Image and Multiple File Indexing
- Files stored on CD, DVD, or external hard drive
- Quality control to ensure that the information is organized in the correct method
- Integration into an existing Electronic Document Management System

archSCAN, LLC will organize the archived information into digital file folders set up to clients' specifications. We can put the archived information on CDs, DVDs, or an external hard drive, which enables clients to easily import the information into their existing document management system. The information may also be uploaded to clients' intranet or internet systems as well.

The file folder structure allows users to locate documents by browsing. It allows organizations to recreate its existing filing system through nested folder structure. A flexible folder structure eases the transition from paper filing to electronic filing. The information is accessible at a moment's notice and it is no longer necessary to lose valuable time by searching for paper documents.

Retrieval is where the quality of the indexing system is most evident. A document should be able to be found quickly and easily. archSCAN ensures that this is true. archSCAN takes the time to work with each client to create the best design for the folder structure to make certain that it will meet the needs of the organization.

Sample nesting folder structure:





Benefits of Digital Archiving

Top 10 Benefits of Digital Archiving	
1.	Save money- No more expensive off-site storage fees, no more money spent on making multiple paper copies, no more money spent for reproducing lost information.
2.	Access time - Saves time searching for documents. Documents now found in seconds, not hours.
3.	Save Space – 1000 drawings can be stored on a CD-ROM, freeing up space for more productive uses. No more filing cabinets, boxes, or shelves filled with paper documents.
4.	Disaster Recovery -Documents are saved on CD-ROMS, servers, or on the internet and therefore, are protected against fire, flood, natural disasters.
5.	Long term preservation – Once scanned, documents can no longer fade or deteriorate. They can be copied in seconds to new media when new devices are released in the future.
6.	Document Retrieval- Thousands of documents can be located within seconds.
7.	No More Misfiling – Once documents have been indexed there is no longer the possibility that they will be lost, stolen, or misfiled.
8.	Improved levels of customer service – Company information and customer records can be viewed in seconds reducing call-back times and improving customer satisfaction.
9.	Sharing information -Scanned documents can be emailed and accessible over a network. Multiple people can look at the same document at different locations.
10.	Access to Information- Information can now be stored on laptops. CDs, external hard drives or on the internet, which allows access to the information from many locations.



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