



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, or for reproducing lost information.
2.	Save time - Eliminate the time consuming (and costly) tasks of paper documents: finding, reproducing, packaging, sending, re-filing originals.
3.	Save space – 1000 drawings or 7 banker boxes of documents can be stored on one CD-ROM, freeing up space for more productive uses. No more filing cabinets, boxes, or shelves filled with paper documents. Space may be used in other ways creating more office space, which is very expensive to rent.
4.	Disaster recovery -If a disaster occurs (fire, flood, tornado, etc), documents are saved on CD-ROMS, servers, or on the internet enabling them to be preserved and available for the repair process.
5.	Productivity- Electronic files provide more revision options, faster retrieval times, faster turn around times, and access to large quantities of information which lead to increased productivity by employees.
6.	Communication and collaboration – Thousands of documents gathered together in a common electronic database of scanned and electronic files, allowing immediate and up-to-date information, increased collaboration, and improved flow of information. Information can be accesses via laptops, the intranet, or the internet from multiple locations and computers.
7.	Levels of client satisfaction – Immediate and up-to-date information and records can be viewed in seconds reducing call-back times, repair times, and lowers turn around times for subcontractors and clients, hence improving client satisfaction.
8.	Accuracy and security – An accurate revision history can be compiled and once documents have been electronically indexed there is no longer the possibility that they will be lost, stolen, or misfiled. Security features may be added only allowing access to documents by authorized individuals.
9.	Go green – Once documents have been scanned into the system, paper is saved because fewer copies of the information have to be made and the original paper documents may even be recycled.
10.	Long term preservation – Once scanned, documents can no longer fade or deteriorate. They are protected from stains, rips, holes, mold, and other forms of physical deterioration. The quality of the images may also be improved by increasing the contrast or reversing the images.