



Benefits of Digital Archiving

10 Fun Facts	
1.	7-10% of corporate operating expenditures are spent on manual document management
2.	70% of paper management is labor related ¹
3.	80% of all employees waste an average of 30 minutes per day retrieving information
4.	60% of employees spend an hour or more a day duplicating the work of others ²
5.	For every dollar a company spends for a final document, \$10 are spent to manage the process
6.	60-70% of company assets are manual paper-based archives
7.	7.5% of all documents get lost, 3% remain misfiled
8.	Companies spend \$20 in labor to find a misfiled document
9.	It costs \$220 in labor to reproduce a lost document ³
10.	Professionals spend 5-15% of their time reading information, but up to 50% looking for it.

Sources:

1. US Department of Labor
2. *Return on Investment Sells Document Management to Executives*, Sandy Schiele and Betsy Delfosse
3. Coopers & Lybrand, Imersion Technologies, Inc