



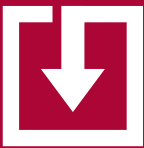
SCANNING

Do you have all the documents you need regular access to at your fingertips? Scanning could help you reduce risk and increase productivity – fast.

Are you drowning in a sea of paper? Restore offers a complete document scanning service, an integrated approach to your records management to help minimise your

exposure: scan paper documents for everyday digital access then store the originals at one of Restore's high-security data centres. Simple, safe, foolproof.

CONFIDENCE	
STORE	
MANAGE & PROTECT	
RELEASE	



TRUST • CONFIDENCE • SECURITY



SCANNING: THE FACTS

- AO+ – we can scan documents up to 54 inches wide
- 5m – number of scans, a year, for just one client
- 86% - percentage of documents we scan for the 14 contracted regions of the Highways Agency
- 95 – number of feet in length of an original drawing of a proposed railway track that we scanned
- 80 – percentage of clients who choose to destroy their paper originals just six months after scanning with us

SCANNING

Once, engineers' drawings were unwieldy, rather delicate things made of very large, very long pieces of paper. Then, 20 years ago, DCS started creating scanned images of these drawings and, with the swift development of technology, could provide instant, easy access to those scans whenever they were required – sometimes with just a few minutes' warning.

TECHNOLOGY ON TAP

These days, why wait for a document to be recalled from your archive boxes when you could have a password protected PDF or your choice of digital file on your system? Make the most of the technology we offer.

We work with most services within local authorities and hospitals, for example, to scan their entire paper filing systems and are able to digitally replicate those systems, file for file, name for name. And those clients can make use of our bespoke searchable viewing platform – Sapa Viewer – to enable seamless, smooth internal access for all authorised staff.

A CONSERVATION TOOL, TOO

And it's not just compliance and efficiency we can help you with. Our enormous photographic scanner

can capture pages from priceless books and manuscripts, from 16th-century births and deaths registers – all without contamination from the human hand and thus helping preserve the precious originals in correct storage conditions for the future.

Whatever your requirements, Restore will provide two back-up copies on whichever medium you prefer for your records – and keep two further back-up copies within secure storage. You never know when you might need them...

“A client recently had 50-60 years' worth of planning building control records scanned by us. This was a stroke of luck, since a huge fire burnt down their building and everything in it. Because Restore had two copies of every single document on file, within 24 hours the client had all their records restored to them – and one less thing to worry about.”