DIGITISATION OF CURRENT PHYSICAL ARCHIVES

Efficient management & high ability to provide information

Companies introduce electronic business processes to ensure there is high ability to provide information to their customers and business partners. But what is the situation like with your paper records and how do you guarantee adherence to the legal compliance requirements with the storage of your documents?

Connection of physical and electronic media

Digital work processes with access to all required information increase the ability to provide information and speed up the processing of business cases.

Parallel, stationary filing of documents in folders including hanging file folders makes it difficult to efficiently exchange information, however. The same applies for archived documents lying dormant in physical archives. Ensuring there is the ability to provide information over the entire running time of a process therefore requires time-consuming searches for the paper records.

The elimination of media disruptions and the connection of both worlds require know-how and infrastructures, however, which represent major challenges for companies.

Digitisation and scanning of all relevant paper records

The integration of information from paper archives is generally connected with a lot of work. For smooth project implementation, in addition to the daily business you also have to ensure all the corresponding logistics processes. This requires additional personnel resources as well as the provision of the technical infrastructure and the required space.

You have to locate the required old records, check them, record them according to document type, prepare them for the scanning process and digitise them. Then you have to destroy the paper documents while complying with the legal retention periods, security regulations and data protection regulations.

Outsourcing the entire digitisation process provides you with many advantages. The competent and reliable handling by SPS Switzerland Ltd relieves the burden not only on your own infrastructure but also on your personnel resources. This means you can concentrate on your core business.

Tailor-made backscanning of your current physical archives

With our infrastructures and resources we are responsable for:
– **The entire process logistics:** collection, tracking, storage, destruction of the documents.
– **The preparatory work:** retrieval, registration, sorting according to document type and indexing of all dossiers.
– **The scanning:** creation of digital images in various formats.
– **The indexing:** OCR with extraction of the necessary data and if necessary manual correction.
– **The data transfer:** safe transfer of the images and data on a secure FTP mailbox server.

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The dossiers are retrieved by correspondingly trained staff from SPS at your premises. For each dossier a unique ID (barcode) is generated which is stored in a central SQL database. Scanning the barcode before filling the transport boxes enables complete tracking of every dossier – from retrieval and external processing up to the provision of the quality-assured data on the sFTP server.

In the Service Centers of SPS the documents are prepared and indexed using the dossier structures determined by you. Continuously monitored scan jobs and running a temporary database with a cross-check function ensure reliable monitoring of completeness and quality control in the subsequent digitisation process.

An elaborate «emergency scenario» ensures that during the production phase urgently required records are also quickly available by means of express scanning via sFTP server or a secure e-mail connection.

The physical original documents are securely stored in client-specific short-term archives and are destroyed by SPS in compliance with the data protection requirements after expiry of the agreed period. The ISO Standard 27001 guaranteed by SPS means your data are protected during the entire process sequence and are available in checked quality.

Your benefits at a glance
The professional integration of paper records into your business processes shortens response times and supports efficient workflow management.

Operational efficiency increases because media disruptions are eliminated. Fast ability to provide information and high service quality are guaranteed. Parallel access to all required information from any location simplifies and speeds up both internal cooperation and also communication with your customers and partners.

Document preparation		Processing		Delivery
Logistic	Preparatory work	Scanning	Indexing	Data Transfer
Archive	Sorting	Scanning on-site	OCR	Customer system
Filing system for specialist service	Checking	Service-Center SPS	Barcode	sFTP Server
Transport				
Duplicate dossier	Allocating		Recording	E-Archive

Learn more
about our solutions:

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