

**White Paper**

**Paper Filing System**  
**Vs.**  
**Document Imaging System**

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**[www.disusa.com](http://www.disusa.com)**

## Paper Filing System vs. Document Imaging System

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### Cut Cost and Improve Productivity

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In a business climate where organizations are looking for ways to cut costs and increase productivity, document imaging systems are providing the most dramatic impact since the copy machine replaced carbon paper. Finding and retrieving a document using our document imaging system, DIS-Imaging™, is significantly faster than with a paper-based



system. The amount of time saved using our electronic retrieval system is enormous because it eliminates the wasted man-hours spent filing, searching, retrieving, and re-filing paper documents. This “found time” gives a business the option of either re-allocating an employee’s time to more productive tasks, or to reduce the size of its workforce.

When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a more valuable strategic resource. DIS-Imaging™ allows you to create electronic documents that can be viewed, searched, and printed from virtually any networked PC, while retaining their original look and feel — complete with text, graphics, photos, and color.

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### Problems of a Paper-Based Filing System

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- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.
- 90% of corporate memory exists on paper.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.

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## A Major Obstacle to Moving Documents

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	<b><u>Paper Filing System</u></b>	<b><u>Document Imaging System</u></b>
File Retrieval	May take minutes to hours, depending on whether the file has been properly filed, is on someone's desk, or has been removed from the office. Archived files are a particular problem if they are stored offsite.	You can search and retrieve documents in seconds right from your desktop PC – including archived documents.
Lost Documents	According to Cooper & Lybrand, 7.5% of all documents get lost, and 3% of the remaining are misfiled	It is virtually impossible to lose a document filed using a document imaging system.
Document Sharing	Requires making multiple copies using a copy machine. The average document gets copied 19 times and most of the copies get filed.	Everyone accesses the same digital document, eliminating the need for physical duplicates. Multiple people can access the same document at the same time.
Distributing Documents	Mail is 2-5 days, overnight mail, fax (poor copy). Faxed copies can be seen by anybody that walks by the fax machine.	Print, fax or e-mail documents. Email can be password-protected so that only the intended recipient can view the document.
Storage Space	One incurs the cost of filing cabinets plus the cost for the space that is required to store the paper files.	Approximately 2,700,000 documents can be stored on an 80GB hard drive which costs about \$125. This is equivalent to 270 four-drawer file cabinets.
Customer Service	When a customer calls you must usually pull the file and call him/her back. Many times this results in a game of "phone tag."	Customer files are retrieved instantly from any networked PC, reinforcing your professional image and avoiding many returned phone calls.
Disaster Protection	Inherently vulnerable to physical insults (e.g. fire, or water damage).	Duplicate electronic backups may be maintained offsite.

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