

Micrographic conversions



Service highlights

- Micrographic formats can be stored indefinitely and retrieved quickly.
- Eliminate inefficient paper file storage space for more efficient use of office workspace.
- Accurate indexes can be captured from a variety of sources to provide rapid retrieval of critical information.

Converting paper to micrographic formats or digital images are two of the methods used to reduce document storage space and ease information retrieval. Both technologies provide the benefit of longevity for documents that must be stored indefinitely and accessed quickly through cross reference or master indices. Your business will realize immediate, significant savings when distributing information electronically from various microfilm formats or scanned images.

Micrographic formats are reliable and cost-effective for long-term document storage

Often referred to as Film-based imaging, microfilm remains a viable information management tool. Microfilm can be the input medium for document management systems and the output medium when creating disaster recovery copies that meet all regulatory compliance requirements. We can convert your paper documents to many micrographic formats including 16MM, 35MM and 105MM roll film, microfilm jackets, microfiche and engineering aperture cards. Conversion services can be provided on site or at one of our affiliate production facilities nationwide, where we offer a complete range of laboratory services.

The use of microfilm to protect vital business records will provide your company with an archival and legal copy of your documents. Microfilm is a permanent copy of the original record. It can not be altered and is admissible as evidence in court. Microfilm has a life expectancy exceeding one hundred years, when



Micrographic conversions to digital formats will make your image library more accessible and interactive.



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captured, processed and stored in accordance with AIIM (The Association for Information and Image Management International) standards.

Appropriate titling, indexing and control breaks are integrated into the conversion process to assure maximum efficiency and rapid data retrieval. Each application is designed using unique search parameters to fit your document storage and retrieval needs. Computer Assisted Retrieval (CAR) systems utilize the cost efficiencies of documents stored on microfilm combined with computerized databases to access information quickly and easily. With our hybrid system approach of using micrographics with the newest digital reader/printers, you can save time by creating microfilm and digital files in one step. This technology gives you the security and longevity of microfilm, while gaining benefits of digital technology.

Microfilm scanning for interactive document management

Should your needs change and you require a format that is more interactive, microfilm is the perfect base for updating to digital conversion. All microfilm forms can be easily and effectively scanned to produce digital images using a combination of interactive and automated scanning procedures to give you the best balance of quality, speed and cost. Once your digital system is in place, you still have the added benefit of a long-term microfilm archive. We have the ability to handle any size job with accuracy and exacting quality standards.

We can turn your existing database into a full-featured document management system by scanning your film and converting to industry-standard digital images formats. Whatever the source, we will capture, format and verify the index to your specifications. We train your employees for maximum efficiency. Equipment service and support is available to insure your system is continually accessible to you. To ensure system integration, image files are output to the media of your choice, in the format and file structure specified. We can deliver data via CD, DVD, optical disc, DAT tape, Internet FTP, bulletin board retrieval and more, plus support all standard formats including TIFF, JPEG, BMP, GIF, Adobe® PDF and more. We will work with you to help you choose the best media and system for your application requirements.