

Executive Summary

Documents are changing. Increasingly interwoven into the daily activities of knowledge workers, documents can no longer be constrained by the limitations and expense of paper. Businesses need to have immediate access to their intellectual property.

Companies facing the daunting task of digitizing and integrating their documents into a single, searchable platform should look for a partner with a customer-centric migration strategy, rather than a one-size-fits-all approach.

ARC Document Solutions' Archiving and Information Management (AIM) program is a comprehensive suite of customizable services, uniquely delivered through a SaaS model. ARC's position as a leading provider of AIM is due to its triad of core strengths: domain expertise, migration management, and universal content cloud creation.

“Clients who used to have thousands of cubic feet of paper locked up in boxes, warehouses, and file cabinets are now able to access their design work and critical documents on demand. ARC creates a document ecosystem for our customers in which all documents are captured, organized, stored, managed, and retrieved anywhere in the enterprise.”

— Kumar Wiratunga, Director of Technology, ARC Document Solutions

The Challenge in a Nutshell

Most common document storage methods are expensive and, because paper documents are hard to access, frequently disorganized and ineffective.

ARC's AIM gets you out from under this mountain of problems.

The Solution

Our SaaS delivery model unifies ARC's distinctive values — domain expertise, migration management, and a universal content cloud — into a unique offering that is second to none.

ARC's AIM program is SaaS-based. It's a pay-as-you go model, allowing companies to amortize the expense of scanning their paper archive. We offer a monthly subscription fee, which completely eliminates the usual steep upfront document conversion fees.

Domain expertise

Our domain expertise is a deep historical knowledge in scanning, indexing, and encryption. It also includes extensive experience in controlling chain of custody.

Migration management

Our migration management is comprehensive, integrating legacy content with new content, in a go-forward plan.

Universal content cloud

The result is a universal content cloud with access to new and legacy documents, synchronized across all platforms, from phones and tablets to touchscreen monitors and desktop computers. You'll have access to your content 24/7, with worldwide printing support from our 350+ service centers. Retention and purging policies are tailored for your company's needs.

How It's Done

In implementing AIM, ARC first performs a thorough audit of your paper archive. Using our domain expertise, we search out and clearly define your current spend on storage fees, study your process for accessing documents, and utilize our decades of imaging experience to provide you with a comprehensive evaluation.

Working with you, we count and evaluate your boxes and bring both large- and small-format document archives together in a single operational platform.

Our proprietary scanning system repairs typical document issues and creates a near-perfect image. It then automatically generates in-document search capabilities — for a Google-like search. You can combine archives with active files in the same content cloud and it all integrates with Outlook. The system also enables the user to view any kind of file, including 3D files.

The first step in the migration management process is to verify the box count with the packing slip. Next we apply sequential bar-code labels to all the boxes.

Then we:

- Provide imaging and quality assurance to every document through an automated image-acquisition workflow
- Randomly sample to ensure all documents are OCR'd
- Perform redundant double-blind entry of data
- Review all content during the data migration to the customer's portal on the cloud

Finally, our universal content cloud gives you access to your data through our PlanWell platform. You will have the power to share, download, get advanced search results, and much more.

ARC builds a user-training program for customers, either on-site or in a classroom setting. Your teams are given superior administrative capabilities with automatic retention plans and the ability to purge unwanted data and restrict access to authorized personnel.

Liberate Your Content

Why wait to migrate, when the cost of keeping a physical archive goes up year after year and the cost of a digital archive goes down year after year?

ARC brings together an integrated platform of hardware, software, and customizable technology, built from our document solutions expertise. We have been storing customer data for more than a hundred years and archiving documents used to build the nation's most prestigious, complicated, and essential structures.