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Paper based documents – putting *your* B.C. plan at risk

Paper based information still makes up a large proportion of an organisation's archive.

Much of this is critical, irreplaceable data.

From product formula, to design drawings, to HR records, to quality control documents and more.

And if you suffered a fire or flood could you recover, how would you recover?

Don't wait – protect all your key paper based information

IPC can provide you with a structured strategy to convert and protect your current archive, and provide you with a way to work electronically going forward.

Working with you, IPC will scan your most critical or frequently accessed data using IPC's Bureau facilities.

Less accessed data can be securely stored at IPC's off site facilities, taking away the current risk of storing your archive on your premises.

And going forward IPC can supply you with EDM solutions that will ensure everything you produce and receive electronically is stored directly into a structured system.

And in electronic format you can now back this up with your standard IT continuity plans to ensure that should disaster strike, you don't lose anything.

Keeping information in paper format can cost up to 25 times more than scanning it

Security and increased efficiency

Not only does data stored in an electronic format make sense from a Business Continuity angle, but it can provide major savings in time spent by people looking for information. For example:

* 45% of executives time is spent with documents

* The average executive spends 2.5 hrs per week looking for missing documents

* UK businesses lose £17bn annually because of their failure to manage information

IPC – associate BCI members and ISO 9001 accredited

And with a reputation for providing practical cost effective solutions to a wide range of clients, from Government to the NHS, and major commercial organisations, from the BBC to Provident Financial, IPC can be relied upon to give you unbiased advice.

Call us today to add document security to your Business Continuity plan

IPC Document Management

IPC document services include:

- Bureau Scanning services
- Electronic document and workflow software
- Physical document storage and retrieval
- Information architecture consultancy



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