

Let us manage your paper storage problem



Copyzone Archiving
Managing your paper mountain



Copyzone Archiving Ltd

Microfilm, Plans and Manuals Scanned to Disc

Admissibility of Electronic Files

We are often asked about the admissibility of files which are scanned and stored electronically.

In its Online Guide to Solicitors the Law Society makes it clear that, provided certain safeguards are in place, there are no problems with electronic storage. In particular, the guide states:-

“When the work has been completed and the bill paid, documents (including your file) may be stored, for example, on a CD ROM”

(See annex 12a, Sections 6-8 of www.lawsociety.org.uk/professional/conduct/guideonline)

HM Revenue & Customs also approve of electronic files. In the Q&A section of their website

Q. “Can I keep electronic records”?

A. “Yes. We can accept methods which keep information in a different form, such as electronically”

(See www.hmrc.gov.uk/e-commerce/sme3.htm)

- * Scanning company should be ISO-conformant
- * Discs should be Write-Once, Read Many (WORM)
- * If necessary any scanned page can be faithfully re-created



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Managing a 'Paper Mountain'

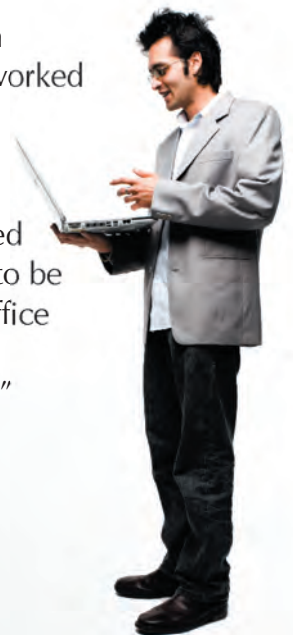
Case Study: Breeze & Wyles, Solicitors

Copyzone Archiving were asked to convert all completed client files and make them accessible from a PC using Optical Character Recognition (OCR) techniques to enable any file to be accessed from a personal computer. The project started in March 2002. Currently about 80,000 pages are being scanned each month.

Breeze & Wyles, Solicitors, is a busy practice with five offices in East Hertfordshire. The firm wanted to improve the way in which they archived client matters to enable secure storage and ease of retrieval. As with many similar firms of solicitors, they had previously used large amounts of space to store massive amounts of paper. Not only was this expensive but it also meant that obtaining information about past casework was slow and inefficient.

The Practice Manager, Martyn Bateman, said "We were looking for an effective means of storing closed client files that was confidential but also easily accessible for the Partners. The keyword search facility offered by CZA's software enables files to be found quickly. Once located, we can scroll through the electronic files and print some or all pages as required. This solution has made our document retrieval quicker and cheaper and has revolutionised our archiving facilities. As an added bonus, the skill, care and professionalism of CZA's staff has helped the transition from paper to digital storage go very well. The new system has worked so well at our Bishop's Stortford office that we have now introduced it to three other branches."

CZA Marketing Director, Ian Hudson, said "We are delighted to be working with four branches of the firm and we hope to be in a position to provide a similar service to the remaining office in the future. We reached the 6,000,000th scanned page milestone for the Bishop's Stortford office in October 2007."



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Fast access to Paperwork

Case Study: Clinovia

Copyzone Archiving were asked to scan and archive delivery notes and make them accessible from a PC using Optical Character Recognition (OCR) techniques to enable any page to be accessed from a personal computer. The project started at the end of 2002 and we will reach the 1,000,000 page milestone during 2008.

Clinovia is Britain's biggest independent high-tech service provider. Before they started to use CZA, their paperwork was stored in boxes in a store-room. This meant it was difficult and slow to find information about orders or deliveries.

Logistics Manager, Peter Clayton, said "We were looking for an effective means of storing paper that was confidential but also easily accessible and met our disaster recovery needs. The keyword search facility offered by CZA's software enables files to be found quickly. Once located, we can scroll through the electronic files and print some or all pages as required. This solution has made our document retrieval quicker and cheaper. This, combined with recoverable off-site storage, has revolutionised our archiving facilities. I know that this will make us more efficient and enable us to locate relevant information quickly."

CZA Marketing Director, Ian Hudson, said "We have established an excellent working relationship with Clinovia. This includes a guaranteed turn-around of under a week for 15,000 delivery notes per month"



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Replacing paper files with CD-ROM

Case Study: Pawley & Malyon, Accountants

Copyzone Archiving were asked to convert all completed client files and make them accessible from a PC using Optical Character Recognition (OCR) techniques to enable any file to be accessed from a personal computer. The project started in October 2005 and we will reach the 1,000,000 page milestone during 2008.

Pawley and Malyon are a firm of Chartered Accountants and Registered Auditors situated in the West End of London. They have been established for over 75 years.

They have a broad range of clients, both corporate and personal, at locations throughout the U.K. Their staff are highly trained, allowing services to be tailored to meet a wide variety of requirements. As a relatively small firm, each of the four partners is able to give that personal service so often lacking in business these days.

Partner, David Malyon, said "Our philosophy is to provide a top quality service in a cost-effective manner. As part of this strategy we were looking for a means of storing closed client files that was confidential but also easily accessible for staff so that client queries could be dealt with quickly and effectively. The keyword search facility offered by CZA's software enables files to be found quickly and, once located, we can scroll through the electronic files and print some or all pages as required. This solution has made our document retrieval quicker and cheaper, has revolutionised our archiving facilities and enabled us to focus on what really matters - our clients".



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Case Study: Spitfire, Hurricane and Lancaster

Copyzone Archiving were asked to convert thousands of drawings, manuals and microfilm and make them accessible from a PC using Optical Character Recognition (OCR) techniques to find any document.

The Lincolnshire Lancaster Association

As a registered charity, LLA is the official support group for The Battle of Britain Memorial Flight. Based at RAF Coningsby in Lincolnshire, BBMF enjoys a leading role as the custodian of many of the oldest aircraft in the country including one of the only two airworthy Lancasters in the world. It is due to their generous sponsorship that this archival project has taken place.

Stuart Stephenson, Honorary LLA Chairman, says "In addition to ensuring that our valuable drawings and manuals are safe, the work that Copyzone Archiving have carried out enables BBMF technicians to find any drawing within a few seconds. This has saved enormous amounts of time - probably the equivalent of one full-time person. One remarkable aspect of this project is that we are finding drawings that we were not even aware that we had."

CZA Marketing Director, Ian Hudson, says "This was a fascinating project which delivered real benefits to the LLA. We were also pleased to build a website (www.warbirdsrestoration.com) which makes these drawings available to historians, restorers and modellers around the world. It has received orders from over 26 countries."



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There was a time when paper had to be produced in court if disputes arose. Not any more...

The Law Society is satisfied with scanned images of documents, firstly because they are as good as photocopies and secondly because they are harder to tamper with than paper files. HM Revenue & Customs also accept scanned records.

Copyzone Archiving Ltd would like to talk with anyone who wants to find out more about document archival. They will discuss your requirements, scan a representative sample and present you with a disc free of charge.

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