

## BENEFITS

- Save time looking through boxes
- Save space by removing unwanted file cabinets
- Loss protection
- Meet and exceed compliance requirements
- Public access where needed
- Distributed / Mobile access



## TAKE BACK YOUR WORKSPACE

If your office is looking like a storage facility, it's time to take back your workspace!

For less than the price of a photocopy (and less than the cost of a new file cabinet), Sytech will scan and convert your documents into an electronic format!

## MANAGE YOUR RECORDS WITH SYTECH

SyTech will pickup, scan, index and deliver your vital records into any compatible management system.

SyTech's core strength is helping agencies digitize records and implement sound records management processes. We have completed projects for numerous public and private agencies across California, and continue to be their source for document management expertise.

SyTech will provide a flexible document management solution that works for you.

## OUR CONVERSION PROCESS



### PICKUP

SyTech's pickup team will box up (if needed) and securely deliver records to our facility for digital conversion.



### PREPARATION

Records will be prepared for scanning by removing bindings, staples etc. and identify index information.



### SCANNING

Scanning staff will take the prepared documents and convert them into digital records. Scans are typically 300dpi auto color detect.



### DELIVERY

Scanned records will then be delivered digitally for import into any document management system.

