

# CASE STUDY

## Boxes to Bytes

*A government contractor securely digitizes records*

### Client

Large Corporation

### Service

Onsite Scanning, Database Creation

#### The Situation

A corporate client with over 1 million highly-sensitive personnel records stretching back decades wanted to implement better record controls and reduce storage costs. They decided to digitize and code hundreds of boxes of physical records to upload into their existing document management database.

#### The Challenge, Part I

The records were extremely confidential and subject to extensive internal and government-mandated security protocols. They could not be removed from the client site in any form.

#### The Solution

We installed a team onsite that prepped, scanned, coded, and uploaded the documents to the company's database without any records leaving the facility and without disrupting the day-to-day operations of the business.

#### The Challenge, Part II

Each document needed to be coded with unique identifying information in order to function correctly when uploaded to the client's database.

#### The Solution

We developed a custom coding solution to meet the client's specifications for identifying documents. Each record was dual-key coded onsite, ensuring a very high level of accuracy prior to adding the records to the client's document management system.

#### The Outcome

The result was a fully-functional database of the personnel records in digital format. The client now has records that are searchable and organized according to their specifications, while clearing out hundreds of boxes of hard-to-use physical documents.

#### Key Success



Customized operations to efficiently comply with stringent information security protocols.

