



M. Alain Giguère
Director, Storage and Filing

Digitization: A Cost-Effective Solution

These days, municipalities of all sizes are looking to digitize their documents. People are always on the go and want to be able to access their documents anytime and anywhere... but securely, because not all crises can be avoided.

Are you moving to a smaller office or looking to more efficiently use the space you have? What about getting rid of old papers while keeping the information they hold? Or maybe you want your staff to be able to access documents from a hotel room or their own living room?

All of these scenarios have the same solution: **digitizing!**

But what about the quality of the result? And do digital versions have the same legal value? Can it be done quickly? And securely? Can you get rid of physical copies once they've been digitized?

These are legitimate questions, but there's no need to worry—we have the answers.

- Quality? Excellent, if you work with a competent professional.
- Legal value? Intact, as long as you work with a competent professional.
- Speed? It depends on the number and quality of the documents involved, but it's still relatively quick if you work with a competent professional.
- Security? The process is fully secure when you work with a competent professional.
- Getting rid of physical documents? Go ahead, as long as—you guessed it—you worked with a competent professional.

Noticing a theme?

DIY digitization: a matter of quality

You may have already wondered, "Why don't we just set aside some time for someone in the office to scan everything? We'd certainly save a lot."

Well... not really. Why?

Because the **quality** would suffer, the process would be **slow**, and the digital versions would have **no legal value**... plus you would **have to keep the originals**. So on top of having virtually useless digital documents, your office would still be full of boxes and filing cabinets. What, exactly, would you be saving?

An accredited scanning company that uses specialized, state-of-the-art equipment and OCR (optical character recognition) software can process up to 600 images per minute, and guarantees its work. It may seem pricey, but think about it: it's quite a bit cheaper than paying a salary for an indefinite amount of time for work that is inadequate, incomplete, and without legal value.

What's so special about OCR, anyway? Well, when you use OCR to digitize, it lets you search in the digital documents and even edit them if needed. Without it, pages are saved as static images that aren't all that useful.

Using digitized documents: the question of legal value

Quality digitization ensures that documents keep their legal value.

If you're looking to downsize your archive of physical documents, you need to take certain precautions.

While even basic desktop scanners often come with OCR features (useful for searching), the digital documents they create have no legal value. If misfortune strikes, you could find yourself in serious trouble!

The safest option is to have your official documents digitized by an accredited professional. They have the right technology and can get the job done quickly and efficiently. They can also confirm whether your physical copies can be destroyed.

Next steps

You can even have the professional destroy the physical copies for you, using a secure, accredited mobile shredding service.

Trusting a professional: the security issue

In the digital age, confidentiality and protecting personal information have become common concerns. On top of following the strictest rules and taking the greatest precautions to keep your documents secure, an expert will be monitored by regulatory bodies every step of the way.

Jul Solutions: the accredited professional you need

Your documents need to be digitized well, which means they need to be accessible, searchable, legally valid, and confidential. For that, you need a trusted specialist who can work quickly and effectively, at the lowest possible cost.

Jul Solutions has trained and knowledgeable specialists to help you achieve your goals, as well as efficient staff who will get the job done right using state-of-the-art commercial scanners. We'll even do a trial run of a few boxes to show you what you can expect.

Interested? Call us at [1-800-463-2849](tel:1-800-463-2849) to learn more or schedule a pickup.