

# Digital Archiving

We get your house in order

As e-discovery and data solution experts, we craft a tailored solution based on your needs

## Why Companies Should Choose Digital Archiving

Digital archiving is a cost-effective and efficient solution for corporations looking to streamline their document management process. By converting old paper documents into electronic files, organizations can reduce the risk of data loss and deterioration, improve accessibility, and meet compliance requirements. Contact BlueStar Case Solutions today to learn more about how digital archiving can help your corporation.

## What is Digital Archiving?

Digital archiving is the process of converting paper documents into electronic, searchable files. This process makes it easier for employees to access information and eliminates the need for manual file searches. With digital archiving, companies are also able to access their information at any time and from anywhere, making it easier to work remotely and collaborate with colleagues. Digital archiving also reduces the risk of data loss and deterioration, as well as the cost of document management.

## Benefits of Digital Archiving for Corporations

There are many benefits to digital archiving for corporations, including improved compliance, accessibility, disaster recovery, and cost savings.



### Compliance

- Retain important docs
- Meet legal/regulatory requirements
- Secure storage
- Quick access
- Stay compliant
- Reduce risk of penalties



### Accessibility

- Quick and easy access to information
- Reduces time and cost of manual file searches
- Search for information in seconds
- Saves employees time, improves productivity
- Improves communication across the business



### Cost Savings

- Reduced storage and retrieval costs
- No need for paper-based storage
- Lower cost of document management
- More information stored in smaller space
- Improved management of large data volumes.



### Disaster Recovery

- Protects critical information with secure backup
- Quickly recover files in case of disaster
- Minimizes downtime and disruption to operations