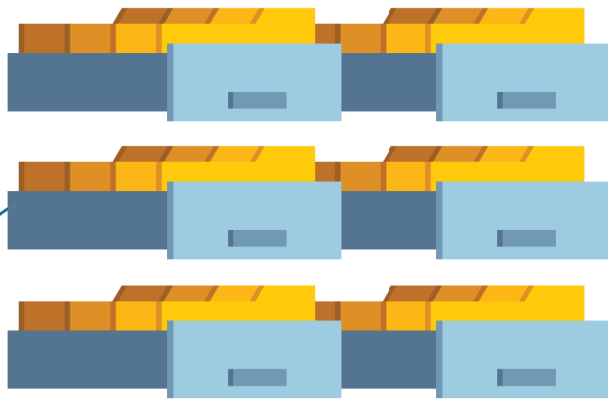# STOP JUGGLING PAPER, **START MAKING IT.**

Managing your records can get very complicated between **juggling paper & digital files and keeping up with every retention & compliance law** in your industry and on a global scale. A strong document management system is essential to avoid any unnecessary headaches during your digital transformation. Becoming a paperless office has many advantages. For example, **electronic files allow better access and information sharing, cost less in terms of physical space & personnel, and can increase productivity** — all of which add to your organization's bottom line.

Your business likely generates a lot of data in both, digital and physical files. Our team can help you organize and store all this data so it's **secure, organized, and accessible** for easy retrieval & discoverability.

With a solid document management program in effect for your organization, you can **leverage your data to streamline core business processes, reduce overall risk, and provide easier access to critical information.**

BRADFORD
DIGITAL

TOP TO BOTTOM, **DOCUMENT MANAGEMENT.**

Keeping track of all your files is a burden. It's expensive and difficult to maintain, especially without a proper information governance plan in place. Our team can **review your existing data and perform a full analysis of your on-site & off-site archives** to identify items that may be eligible for disposition. We'll detail your information to **identify last encounters, file age, and other indicators to flag items that can be dispossessed.** Our team can help you:

- **Review your existing data inventory**
- **Create a retention & destruction schedule**
- **Sample your inventory and review document types**
- **Flag unidentifiable data**
- **Remain in federal & local compliance**
- **Enterprise content management and more**