

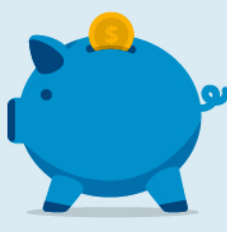
# THE BUSINESS CASE FOR MICROFILM DIGITIZATION

## BUSINESS DRIVERS FOR IMPROVING INFORMATION MANAGEMENT CAPABILITIES

**56%**  
Data Accessibility



**49%**  
Reduce Costs



**37%**  
Improve compliance with laws, regulations or policies



## TRADITIONAL STORAGE VS MICROFILM DIGITIZATION



### Physical storage

### Digital storage

vs

Susceptible to theft

Password protected digital application and records

Lost forever in a natural disaster

Multi-site replication for backup disaster recovery

Difficulty locating physical documents

Existing index and retrieval methods combined with global text search unlock rapid information access across your entire archive

Manual purging requires labor and time; storing your records incurs continual cost for minimal accessibility

Digitizing your records requires no physical storage and allows you to purge your hard copy records. No more physical storage costs

No safety net to catch wrongfully purged documents

A digital historical archive replicates your original documents and provides a backup in case physical records are destroyed

## THE FINANCIAL IMPACT OF LOST OR STOLEN RECORDS



5% of physical documents are lost, 3% are misfiled

### Average Cost Per Lost or Stolen Record

**\$81** Direct Per Capita Cost + **\$152** Indirect Per Capita Cost = **\$233** (U.S. average)

### Per Capita Cost of Lost or Stolen Records

Health: \$408

Education: \$166

Financial: \$206

Research: \$92

Technology: \$170

Public: \$75

## BENEFITS OF MICROFILM CONVERSION



### Increase Efficiencies

Find documents, files and images using metadata and full-text searches

Optimize legibility using adjustable image enhancement. Read information that was previously illegible on physical microfilm

**10 minutes**  
are wasted each time documents are retrieved and re-filed



### Ensure Document Security

Secure documents, files, and images with password protection and encryption

Use software to redact sensitive information

Protect data from theft, fire, and flood

**73%**  
of organizations are at risk of failing to recover from a serious outage or disaster



### Reduce Costs

Reduce energy costs related to maintaining climate-controlled environments

Eliminate physical storage requirements and microfilm cabinets

Eliminate expensive microfilm readers

**\$20,000**  
annual maintenance cost for 15 microfilm readers

### Case Study:



#### Phoenix Police Department

5,500+ microfilm rolls (over 15 million images) dating back to 1960 were digitally converted using Digital ReelL

Eliminated 3 reader/printers and 3 microfilm cabinets

Estimated savings of 8 hours per day



### Case Study:

#### San Francisco Superior Courts

4,000+ rolls of 16mm microfilm were digitally converted to 5 terabytes of data accessible by all court staff

Eliminated 15 film and reader/printers

Estimated savings of 100 hours per day

## TO SCAN, OR NOT TO SCAN

Do records have a short retention period?

No

Are the records accessed frequently?

Yes

Is access required by several users?

Yes

Will scanning assist disaster recovery, operations, or preservation?

Yes

**You're A Candidate For Microfilm Digitization!**



bmi imaging systems

[bmiimaging.com](http://bmiimaging.com)

Sources:

<https://www.forrester.com/report/The+Enterprise+Information+Management+Barbell+Strengthens+Your+Information+Value/-/E-RES98161>

<https://classic.ntis.gov/services/digitization/cost-of-paper>

[https://databreachcalculator.mybluemix.net/assets/2018\\_Global\\_Cost\\_of\\_a\\_Data\\_Breach\\_Report.pdf](https://databreachcalculator.mybluemix.net/assets/2018_Global_Cost_of_a_Data_Breach_Report.pdf)

<https://cdn2.hubspot.net/hubfs/3152806/Stealth Software May 2017 Theme/PDF/Disaster recovery preparedness benchmark survey - Version 1.0.pdf?t=1495688843930>

<http://bmiimaging.com/pdfs/sfcourtscs.pdf>

<https://www.wisconsinhistory.org/pdfs/la/Digitization-State/State-Digitization-Guidance-Complete.pdf>