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	VS	Digital storage
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
- Financial: $206
- Technology: $170
- Education: $166
- Research: $92
- 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 ReeL

- 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

Sources:
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