

DIGITAL IMAGING



Central Stores now offers a digital imaging service. Central Stores can transfer paper records to digital files (PDF or TIFF) in a secure, video monitored area for confidentiality. Uploading to various back end systems, like ONBASE, is also available.

Transferring paper records to digital will save your department storage space, maintain image quality (paper records degrade over time) and assist with document retrieval.

Scanning sizes range from business card to 8.5" x 36" sheets of paper and may include folders, envelopes and courier packages.

Digital capture is an approved method for long-term retention but departments will need approval of the Records manager before making the change to all digital records. Central Stores will work with your department to ensure all records meet defined digital capture standards.

We look forward to meeting and working with you. Please contact us at the information below to set up a meeting or for job specific questions.

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