Our Solution:
Ricoh maintains a network of 40+ document processing centers with production capacity of more than 50 million pages per month. We use our infrastructure to perform backfile conversion – scanning and indexing large backlogs of physical documents. With digitized documents automatically loaded into a document management system or business process or delivered to your organization via physical or electronic media, the process is smooth and minimally disruptive to your day-to-day operations.

Ricoh also delivers day-forward scanning services for capturing, indexing and preparing files for input to your electronic document management system as you produce or receive documents during daily operations.

Your Challenge: Exploding volumes of records

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Your Challenge: Mounting mandates

Our Solution: By improving the way you capture, store and manage information, Ricoh Digitization Solutions for Federal can help your department or agency address the requirements of numerous directives – including the Presidential Memorandum – Managing Government Records, signed November 28, 2011; Memorandum for the Heads of Executive Departments and Agencies and Independent Agencies, August 2012; Executive Order 13571 focusing on streamlining service delivery and improving customer service; and Executive Order 13576 focused on delivering an efficient, effective and accountable government. Our support can help reduce the complexity inherent in addressing these requirements.

Your Challenge: Changing workstyle

Our Solution: Technological advancements and cultural forces are reshaping the American workplace – including federal government organizations. Changes include cloud computing, mobile devices and collaboration tools – along with generational preferences around how to view and share information. With Ricoh Digitization Solutions for Federal, you can evolve your approach to records management, enhancing information mobility throughout your organization.
## Feature #1: Digitize Legacy Records
- Quickly and cost-effectively digitize legacy information – without experiencing major disruption to day-to-day operations or investing in production conversion equipment and software, personnel training and ongoing management.
- Lower costs and reduce on-site and off-site storage space by converting legacy documents to digital workflows.

## Feature #2: Capture and Integrate New Records
- Tap into a flexible and affordable solution – purchasing only the services you need, with the ability to rapidly scale-up during peak periods.
- Support day-to-day operations with document scanning, indexing and distribution, as well as integration with your electronic document management system.
- Protect documents with “chain of custody” security systems.

## Feature #3: Enhance Information Management
- Optimize information with anywhere, anytime access to rationalized, relevant, complete, accurate and up-to-date information.
- Reduce the time your employees spend searching for information and recreating information that already exists.
- Achieve environmental sustainability goals by reducing paper and energy consumption and lowering CO2 emissions.

### Putting It All Together For You

With a nationwide network of 40+ document processing centers – and over a quarter-century of off-site document processing experience – Ricoh can help in tackling your information management challenges. We have the people and infrastructure to help simplify the process of digitizing and organizing legacy records. We also have expertise in designing and implementing effective workflows for ongoing record capture and integration.

Ricoh's Digitization Solutions for Federal help you make information work – while supporting the goal of transparent and accountable government.

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