

# DOCUMENT ARCHIVING



The buildup of paper and files from old projects, human resource activities, or everyday business can lead to ineffective organization and an inefficient workplace. Legal Eagle will help you reduce or eliminate the old files and paper. We will work with you to streamline the archiving processes, increase efficiency, and produce a more organized work environment.

The ultimate outcome of converting your bulk documents into digitized files is keyword-searchable files that can be easily accessed and free up valuable space for you to operate your business.

Legal Eagle takes the “white glove” approach to our document archiving services. Legal Eagle will provide all of the following services as part of its document archiving package:

- **Pick-up** boxes and files from your location and transport them to Legal Eagle.
- **Store** your boxes and files securely for the duration of the upload process at no charge.
- **Scan** your files with our high speed scanners converting the files to a digital format.
- **Deliver** your digital files securely and directly to your place of business with keyword and full text passage search functionality.
- **Securely Return or Destroy** your original paper files.



## SCANNING FOR ARCHIVAL

Legal Eagle can assist businesses of all sizes with copying, printing, or scanning documents to create a searchable system. Documents regularly scanned include but are not limited to:

- physical papers
- exhibits, video
- audio
- WAV files
- email
- raw data
- all forms of files and folder structures

Legal Eagle can produce rapid, error-free results in high volumes, utilizing high-speed scanning for cataloging, indexing, and archiving documentation.

## SCANNING FOR ARCHIVAL

Archiving of old documents and files puts information you no longer use into secure digital storage. Legal Eagle can manage your documents for you, reducing risks of mistakes and helping to improve your data protection.

Archiving legal documents on your own premises will take up valuable storage space or cause your business to incur unneeded costs by using a paper storage facility.

Legal Eagle uses industry leading digital archiving systems so you can easily locate documents when you need them.

## DIGITAL DOCUMENT STORAGE ADVANTAGES

1. Reduced Paper Usage
2. Reduced Labor and Storage Costs
3. Compliance Standards Met for Document Management
4. Enhanced Document Security
5. Keyword and Full Text Passage Search Functionality
6. Reduced Human Error
7. Easily Compile Multiple File-Type Formats



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