CHECKLIST

How effective is your paper archiving system?

A good archiving system is about more than just structure and method.

It's a way to save time, money, optimise information security and to meet your company's compliance requirements. But how do you know if your current archiving system is up to the job?

Find out where you stand with this checklist.



If you identify any gaps, don't panic: our experts are here to help you optimise the way you handle your archives.



Legal compliance

You comply with the legal retention periods for each type of document.





Security

secured manner.

Your paper archives are protected against fire, flooding and other disasters.Your archives are stored in a

Accessibility

Your documents are quickly and easily accessible.

Your filing system is efficient.

Operational efficiency

Your archives are inventoried and fully traced.

Your archives are well-organised, free of duplicates, and unnecessary documents.

Your current system allows you to efficiently manage the flow of incoming and outgoing documents.





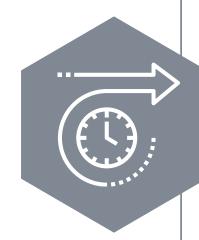
Cost



| Your archiving costs (storage, management) are optimised. |
|---|
| You have sufficient space to store your physical documents. |
| For instance, in case of moving to another building. |
| You have considered reducing your costs by switching to |
| digital solutions. |
| You measure the TCO of your archiving system. |

Getting ready for the future

| Your archiving system is capable of evolving as |
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| your business grows. |
| You are confident when dealing with audits. |
| Your archiving plan is regularly updated. |



You have identified areas for improvement? **Complete this short form to make an appointment** with one of our experts.

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