



Microform has an average life of sixty-five years

Microform Services

The Canon Solution is a one-stop shop for digital conversion and preservation of microfiche, microfilm and aperture cards



The end-life for microform is a reality for well-established businesses that wish to preserve their company's information assets. For many organizations, these microform libraries may be reaching or may have reached their full life expectancy. Businesses and organizations are recognizing the urgency and are seeking ways to convert and preserve the valuable content stored on this media. Canon Business Process Services offers a comprehensive approach to the design, development and implementation of a microform conversion, document indexing and cloud-hosting storage solution. Canon has decades of experience serving clients' information management needs.

The approach of the Canon Records Solution Engineer is to provide an end-to-end solution for preserving your microform library of assets. The industry may use a number of different terms when describing the process of converting microform into digital images, such as scanning, digitizing and imaging. At Canon Business Process Services, we simply call it microform services. The Canon solution offers flexibility with onsite or offsite highly experienced staffing, the latest technology and quality management principles to ensure the accuracy and security of your microform assets.

QUALITY ASSURANCE AND BEST PRACTICES ENSURE ACCURACY

Canon Business Process Services will ask the right questions at the start of the project to ensure that the project reaches the best business outcome.

At the start, Canon deploys an onsite team to box and manifest the microform in order to guarantee organization and accurate tracking of the information. The boxes are securely shipped to the imaging facility where

KEY BENEFITS

- + Support with disaster recovery planning to minimize risk
- + Improved ability to locate and access records
- + Enabling technology
- + Expertise in delivering the desired business outcome
- + Data security
- + Confidentiality
- + Ability to meet emerging compliance challenges
- + Legally sound information management policies and procedures

the manifest is verified for accuracy. From there, the microform is digitized, put through a rigorous quality control process and then indexed. Canon offers post-imaging services such as optical character recognition (OCR) and third-party cloud image hosting.

A QUICK VIEW INTO THE END-TO-END SCOPE OF SERVICES IS AS FOLLOWS:

+ Conversion Services

- + Shipment Manifest Audit
- + Microform Media Preparation
- + Scanning and Quality Control
- + On-Demand Conversion Services (*Priority Pull*)

+ Data Application Services

- + Indexing/Coding (*OCR, Bibliographic Coding, In-text Coding and Subjective Coding*)
- + Reporting/Performance Metrics and Management
- + Format Output Delivery of Data for upload into most any DMS
- + Secure Transfer Options (*such as an FTP site*) or other Client Preferred Methods

+ Disposition Services

- + Short-term and Long-term Image Hosting Services
- + Hard Copy Return
- + Hard Copy Destruction Services with destruction certificate
- + Systems Purge of Client Electronic Data within 30 Days of Project Completion

BEST-IN-CLASS SECURITY TO PROTECT YOUR BUSINESS ASSETS

The Canon Business Process Services practice-tested protocols meet the highest security standards. We leverage local management teams, when appropriate, as well as local resources. Canon makes certain that the policies and procedures are aligned with the client's business rules and policies. There is also a high level of flexibility with onsite, offsite and off-shore capabilities.

+ Off-shore Security Protocols

- + ISO 27001/2005 – *Information Security Management System (ISMS) Compliance*
- + ISO/IEC 27002 – *Code of Practice for Information Security Management*
- + DoD 5220.22 Compliant Data Shredding
- + Secure access to the imaging centers – *Biometric access rights*
- + Secure production areas with strict internal access controls

+ Offsite Security

- + ISO/IEC 27002 Framework alignment
- + Physical and Electronic Security Controls – *Ex. Least Access, Data Encryption*
- + Computer Incident Response Team (*CIRT*)

- + DoD 5220.22 Compliant Data Shredding
- + Secure access to the imaging centers – *Badged access rights*
- + Secure production areas with strict internal access controls
- + 24 x 7 Access monitoring

In conclusion, there are good reasons to convert to digital format, all of which pertain to soft and hard dollars. Like paper, microform is tangible and can easily be destroyed or damaged in the event of a disaster such as flood or fire. Moreover, the digitization of your business assets on microform provides you with the search features you need to get to the information you need when you need it. Lastly, the need to maintain dated microform reader technology is eliminated.

For more information about how Canon Business Process Services can develop a customized microform solution for your business, call 1-888-623-2668.

Advancing Business Performance to A Higher Level

Canon Business Process Services, a wholly owned subsidiary of Canon U.S.A., offers managed services and technology for information and document management, business process outsourcing and specialty workforce services. We help clients improve operational performance while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIORReview magazine as a "20 Most Promising Legal Technology Solution Provider." Learn more at cbps.canon.com and follow us on Twitter @CanonBPO.