

# The advantages of document scanning to the legal profession explained.

# A Guide to Document Scanning for the Legal Profession

Keeping and maintaining large numbers of files for long periods is an essential part of legal practice. This can mean that offices are crammed with filing cabinets bursting with paper files. It also means maintaining and searching for information in these files can be time consuming. Research points to 80% of employees wasting an average of half an hour per day retrieving information! Additionally, copying paper documents so they can be viewed by more than one person at a time adds more time and expense. One survey suggests that the average legal document is copied 19 times!

Many in the legal profession also worry about files being damaged or destroyed by fire or flooding so additional space is taken up off-site storing duplicate files.

Scanning paper documents and storing them electronically, in a searchable format can:

- save storage space
- save money on stationery
- be 'greener'
- save time searching for documents
- save time filing documents
- keep records secure
- easily allow multiple users to view files at the same time
- help businesses comply with regulatory requirements
- help with disaster contingency planning.

documentscanning.net (DSN) can scan all types of file and provide them in black and white or colour in a variety of formats. Adobe PDF is the most common output format and can have an in-built search facility, plus, in addition DSN can convert files to editable formats, such as MS Word. The scanned documents can be provided on CD/DVD, or hosted online on a secure server.

A complete service is provided by DSN. This can include emptying filing cabinets, transportation from across the UK, removing all staples, paper clips etc., plus the actual scanning process. Paper originals can be returned or securely destroyed with certificated proof of the destruction. The clients' requirement can be tailored for an exact fit.

The equipment that DSN use to convert documents is the best in the industry. Using IBML and Kodak scanners mean a high throughput of documents to meet project timescales and provide quality images for either archival purposes or daily use.

Occasionally, the removal of files from situ is not the preferred option, despite the high UK Government security clearance held by DSN. In these cases, DSN can carry out the service in situ by transporting staff and machinery to the site. However, with the front line scanners measuring over 3 metres long and weighing in at over 2,000 Kg., this can be difficult, and smaller machines would be used.

### Scanning resolutions:

The industry standard of 200 dpi is used for scanned images, as this provides a perfect balance between quality and file size, but higher resolutions can be produced where necessary, say, where photographs are involved.

### Quality control:

Strict procedures to control the quality of all projects are documented and followed, in line with BS ISO9001:2008 accreditation, whether the project consists of a few hundred or millions of documents.

DSN scan documents to conform to BSI 10008, the code of practice published in recognition of the growth in electronic information management systems, and the legal acceptability of information stored on these systems.

This document provides good practice guidance for the electronic creation, storage and retrieval of information.

British Standards (BSI) Relevant Standards issued by the British Standards Institution include:

#### **BS ISO 15489-1,**

Information and documentation – Records management – Part 1: General

#### **BS ISO/IEC 27001: 2005,**

Information technology. Security techniques. Information security management systems. Requirements

#### **BS ISO/IEC 27002: 2005,**

Information technology. Security techniques. Information security management systems. Code of Practice

#### **BS 10008,**

Evidential weight and legal admissibility of electronic information – Specification

#### **BS 8470:2006,**

Secure destruction of confidential material. Code of practice

#### **BS 4783,**

Storage, transportation and maintenance of media for use in data processing and information storage



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