

Digitization Solutions for Federal



The federal government continues to tighten compliance requirements for records digitization and management. How are you addressing the requirements and shaping your information management strategy for employees and constituents?

Information residing within your agency's records is most powerful when it is accessible and usable at the right time by the right person, with proper authentication and encryption. Whether you are trying to better serve your customers, keep remote and onsite employees focused, or bring efficiency to your processes, you need a strategic approach to information management and digitization.

This means that converting large volumes of paper and legacy records into digital formats is only a stop gap solution. Taking a holistic approach to information management and process automation will provide long-term benefits across all your functions, including lower operating costs, employee engagement, compliance with records retention schedules, enhanced security, and customer satisfaction from the constituents you serve.

Whether you have already begun a journey to records digitization, not certain where to start, or are concerned with limited human and budgetary resources, Ricoh experts are here to listen to your needs and help you address your agency's information management challenges.

Challenge: Exploding volumes of paper and legacy records at rest and in motion

How can Ricoh help? Ricoh maintains a network of Business Information Solution (BIS) Centers, with scan and print capacity of more than 50 million pages per month, to perform backfile conversion of records in any format, including scanning, indexing and metadata tagging, and load into your document management repository or deliver via appropriate media.

Plus, we will help you implement the right day-forward solution to help digitize, index, and manage electronic records as they are produced and keep your valuable information assets secured to address compliance, data governance and risk management needs.

Challenge: Mounting mandates, including fast-approaching M-19-21 directive deadline

How can Ricoh help? A holistic records management strategy will help improve how you capture, store, and manage documents and forms, and in the process help address the requirements of the M-19-21 directive for digitization of analog and paper records into electronic records by end of 2022.

Our experts can help evaluate your existing technologies and recommend the correct capture solution for day-to-day processes. Plus, for all your time-consuming projects, you can rely on our on-site and off-site managed services as an extension of your agency's existing records management team.

Challenge: Today's new world of work is creating a need for adaptive and agile workplaces and workflows

How can Ricoh help? Changing workstyles, remote working, and technological advancements dramatically accelerated the need for digitization. Research shows, government agencies can realize many benefits from digital transformation initiatives – from 20% of operational efficiency to upward of 30% of increased employee engagement.¹ Ricoh can help articulate the right approach for your agency and tackle all aspects of records and information management while streamlining critical business functions with increased efficiency and effectiveness.

1. McKinsey & Company, Harnessing the power of digital in US government agencies Source

The Ricoh Difference

- Over 80 years of technology innovation
- Almost 30 years of managed services experience
- Nationwide network of BIS Centers processing a monthly average of 900 jobs for 1700 customers, including over 120 government agencies
- BIS Centers scan and print capacity of over 50M pages per month
- Average off-site monthly OCR scanning of 3M images
- An average on-site managed services imaging volume of 7.2M scans

RICOH
imagine. change.

www.ricoh-usa.com

Ricoh USA, Inc. 300 Eagleview Blvd, Exton, PA 19341 | 1-800-63-RICOH

©2021 Ricoh USA, Inc. All rights reserved. Ricoh® and the Ricoh logo are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. The content of this document, and the appearance, features and specifications of Ricoh products and services are subject to change from time to time without notice. Products are shown with optional features. While care has been taken to ensure the accuracy of this information, Ricoh makes no representation or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions in these materials. Actual results will vary depending upon use of the products and services, and the conditions and factors affecting performance. The only warranties for Ricoh products and services are as set forth in the express warranty statements accompanying them. 02/2021 V1