

Access to Information and Privacy (ATIP) Case Management & Imaging Solution

RICOH
imagine. change.

Business Information Solutions



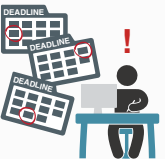
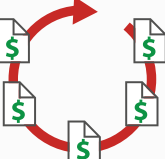

**The average cost of eDiscovery is \$0.23 per page.
For paper Discovery, it's as high as \$15.00 per page.***

Does This Sound Like Your Current Situation?

Every time your office receives a request for information, it sets off a complex and tedious workflow for your coordinators. In today's new world of work, they're under constant pressure to respond to multiple requests for information in a timely manner – requests that can involve hundreds or even thousands of documents. Gathering, reviewing and keeping track of all the relevant material manually has become impossible. But non-compliance with time limits can mean complaints. Regulatory requirements to report the disposition, exemptions, exclusions and other aspects of each request create even more work.

Digitize and automate your process with Ricoh.

Ricoh leverages Laserfiche, a web-based, cloud-enabled enterprise content management (ECM) software that integrates with your legacy systems and business applications such as Microsoft Office. Our solution consolidates the request process of Canadian Access to Information and Privacy (ATIP), Freedom of Information Act (FOIA), and even private sector Acts such as the Information Protection and Electronic Documents Act (PIPEDA) and Personal Health Information Protection Act (PHIPA), into a digital system that allows for easy capture and storage of images along with effortless editing of electronic documents. Robust performance, scanning and indexing features can handle every aspect of the request process. Powerful reporting functions can manage all mandated requirements. Along with being affordable, our solution can grow with your needs and is easy to use with minimum training requirements.

	<p>Your Challenge: Regulated Commitment Toward Completion Time</p> <p>Our Solution: Typically, your office has to respond to requests within 30 calendar days. Our solution digitizes, automates and integrates the entire process with time-saving imaging and document management software.</p>
	<p>Your Challenge: Processing Costs</p> <p>Our Solution: Your ATIP, FOIA or private sector information request process can be labour-intensive, time-consuming and expensive. Ricoh streamlines information collection, inspection, redaction, reporting and dissemination, reducing costs at every step.</p>
	<p>Your Challenge: Reporting Requirements</p> <p>Our Solution: All levels of government are mandated to generate specific reports as well as report on demand. Visibility into the number and type of requests is also required in private organizations. Our solution not only automates many of the workflow issues in Case Management and Image Management, but all of the reporting requirements mandated by legislation and policy.</p>

*Source: Ricoh actual experience. Data on file.