

### Scan-On-Demand Overview

Naviant's Scan-On-Demand services provide customers the cost-saving benefits of offsite storage, along with immediate secure access.

With Scan-On-Demand, customers store their records offsite at Naviant's state-of-the-art Records Management Facility, and as needed Naviant scans the record and provides secure electronic access to the customer in a response time designed to meet their needs. Simply pay as you go, and begin building a document imaging archive over time, without having to scan entire volumes of information all at once.

### Why Scan-On-Demand?

Scan-On-Demand takes the hassle and disruption out of managing your records. With onsite storage at your facility, you waste a lot of time searching through files. You likely have to request the box or go find it, clear a space for the files on your desk, sort through the files ensuring they stay in order, scan or copy them, and then remember to send the box back to storage.

With Naviant's Scan-On-Demand services, you simply login to a secure portal and request the record, and it will be made available to you in a response time designed to meet your needs.

### Points of Differentiation

- Superior Quality Control Standards
- More Than 20 Years Experience
- Fast & Flexible Turnaround Time
- State-of-the-Art Secured Facility
- Best Scanner & Software Technology
- Secure Portal Access for Customers

### Advantages of Outsourcing

- Quality Assurance
- Fast Turnaround Time
- Best-of Breed Scanner Technology
- Full-Image OCR Available
- No Capital Equipment Investment
- Personnel Resource Savings
- No Ongoing Maintenance

### Media Type Overview

Naviant's Physical Records Center offers a wide array of Scanning & Conversion Services, including:

- Aperture Card Scanning
- Book Scanning
- Document Scanning
- Engineering Drawing Scanning
- Lab Notebook Scanning
- Microfilm & Microfiche Scanning
- Newspaper Scanning
- Microfilm & Microfiche Scanning

### Our Approach

Naviant works with clients to understand the operating culture, review existing policies, procedures and services, review physical storage methods, and look at existing records management practices to manage both active and inactive records on all media.

We also review the classification scheme and retention schedules, as these are key to managing the records from their creation to either transfer to the archives or disposal when they are no longer required to meet business, legal

and other regulatory requirements.

Once we have your records onsite, Naviant utilizes a sophisticated bar-coded tracking and logical location system, and the latest bar-coded scanning equipment to ensure customer requests are met on demand, and that a detailed history of each box, file, tape, or document is available.

### Naviant Corporate Overview

Naviant is a locally owned and operated Physical Records Center dedicated to serving Southern Wisconsin and surrounding communities. Naviant's state-of-the-art Records Center services over 1700 customers, ranging from large corporations to smaller family-owned and local businesses.

With more than 20 years of experience, customers put their trust in Naviant to provide superior service and standards, along with the most efficient and cost-effective solution for records management.

### Services Offered by Naviant

Naviant's Records Center offers these services:

- Offsite Records Storage
- Vault Storage & Media Rotation
- Scan-On-Demand Delivery
- Scanning & Conversion Services
- Retention Scheduling & Destruction

