

A photograph of a classical building at night, viewed from a low angle looking up. A person is standing on a balcony on an upper floor, silhouetted against a bright light source that creates a lens flare effect. The entire scene is bathed in a deep blue light. The text is overlaid on the image in white.

Empower Your Enterprise

**A NEW VIEW
of
Records Management**

Market Dynamics Drives New Behaviors

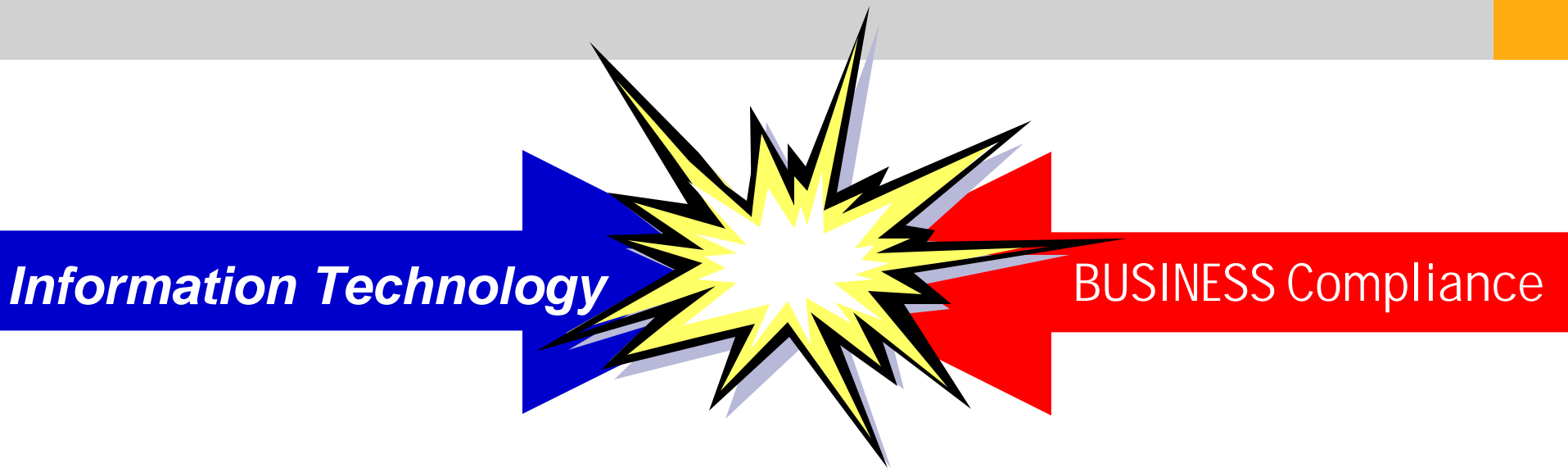
Compliance, Content and Records Management is industry focus

Driven by:

- Laws and regulations
- Business processes
- Corporate policy



Market Dynamics Drives New Behaviors



Avoid the collision of technology and business goals.

Authenticity, secure, unalterable, long term access of documents *IS* just a click away.



Paper Isn't Going Away Either !

Paper documents in the United States = 4 trillion

- Annual growth rate = **22%**
 - Corporate memory existing on paper = **90%**
 - Labor to find a misfiled document **\$120.00**
 - Labor to reproduce a lost document **\$220.00**
 - Percent of all documents that get lost **7.5%**
- Coopers & Lybrand 2004



It's all about

Retention

Disposition



Market Dynamics Drives New Behaviors

Digital content keeps growing.

Compliance to records management regulations is an industry focus.

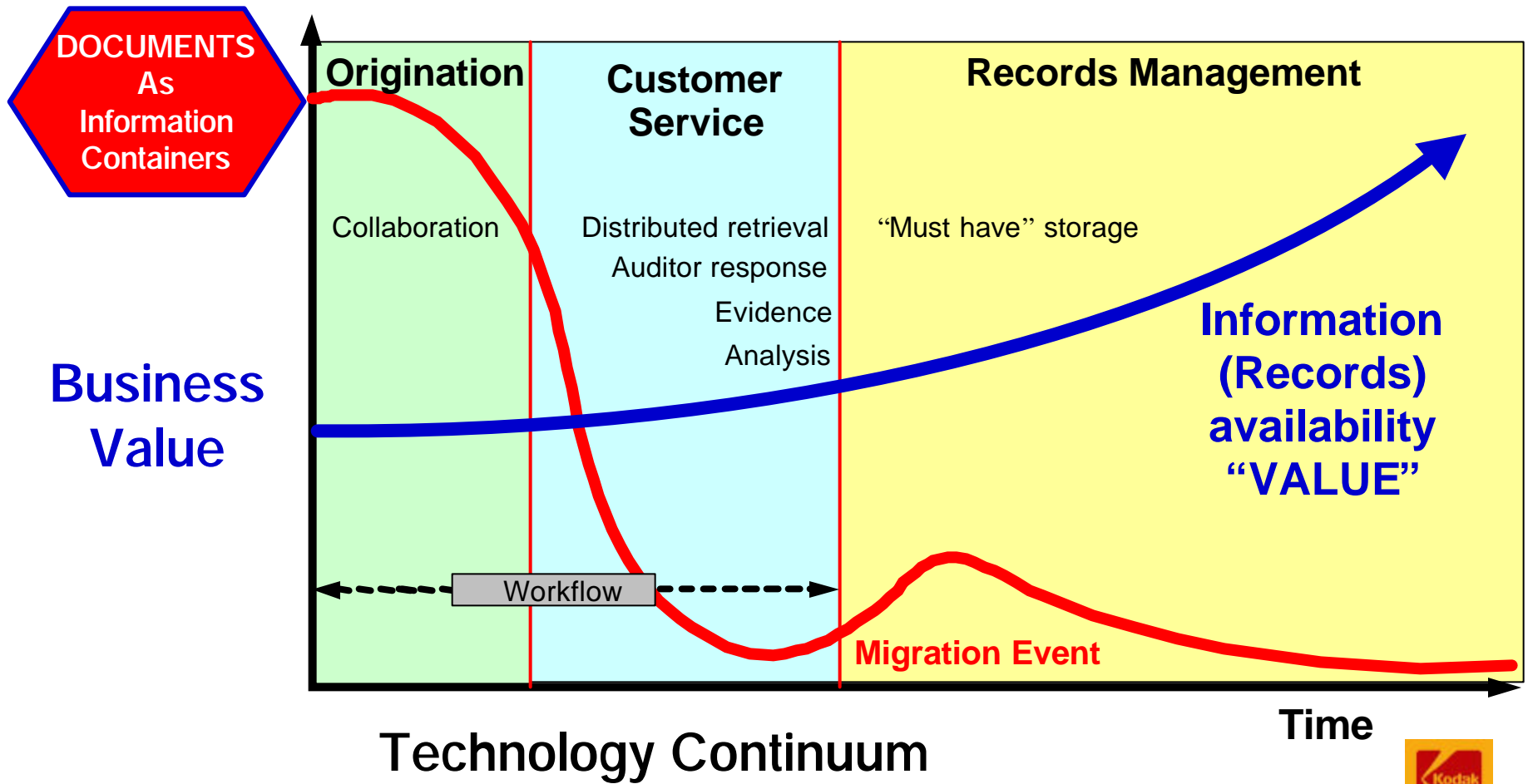
Companies struggle with maintaining digital content long term.

Services for digital content management is a growing trend.

Analog Archiving gets a second look by the industry.



Value of Documents



Society Has Learned . .

Digital Documents

"Do NOT Survive By Accident"

WHY Won't Microfilm “Just Go Away” ?



Attributes

Deliverables

Proven Performance

The attributes of microfilm have remained constant. How and why we use it, has not.

“The business value of the media in a digital environment is resurfacing fueled by both Digital enablement and concern”.



Reference Archive Capture Subsystem



Capture your documents.....



easily
quickly
intact

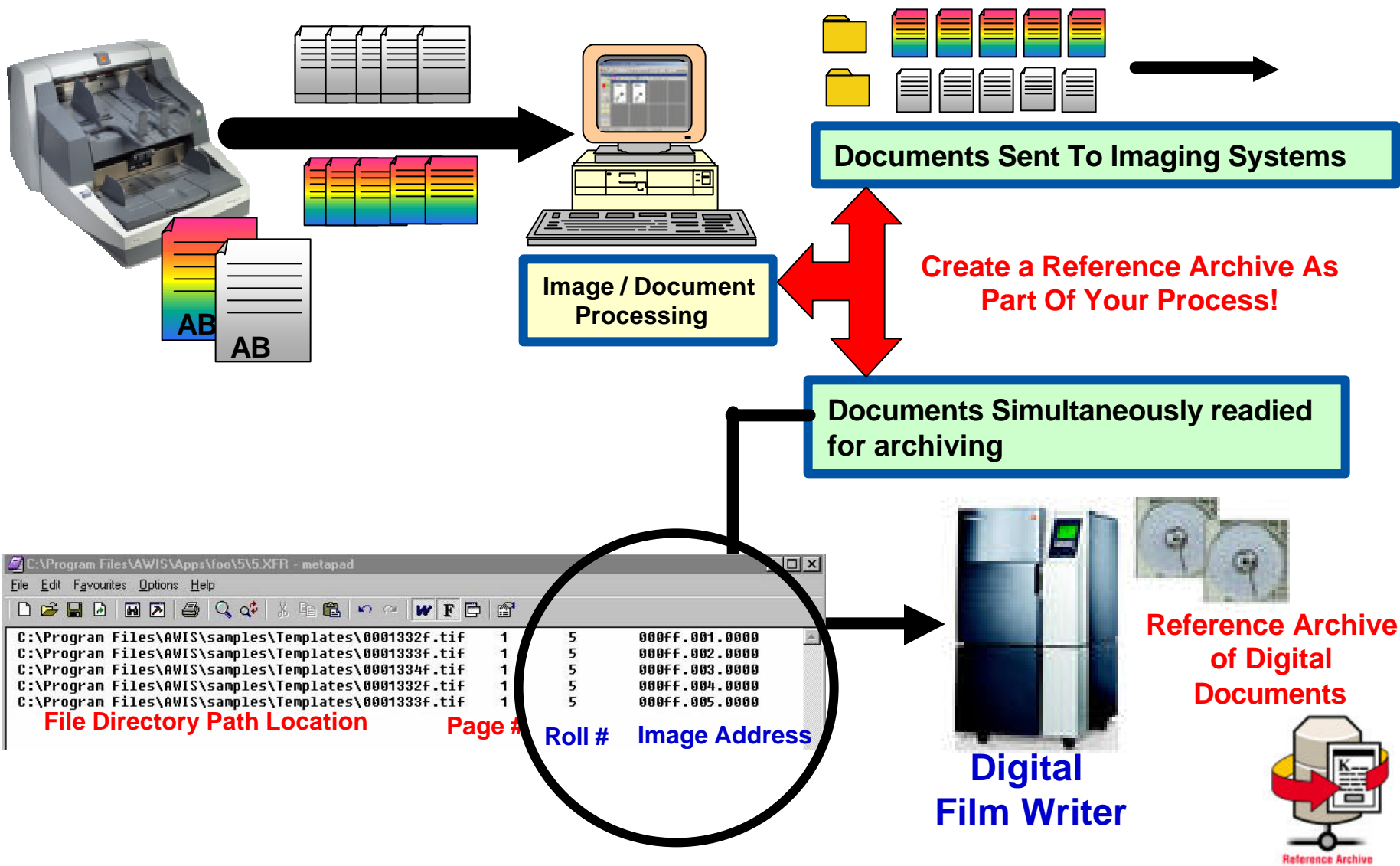
A Reference Archive... What is It?

A sustainable repository of trustworthy records created with technology where...

1. Documents (“Moments in Time”) are preserved as **evidence** of facts that provide an **authoritative reference** of the original document.
2. Accurate representations of original document content, context and structure **ensure integrity** and completeness of records.
3. **Self sustaining** and can easily ensure that content **has not been altered** since time of creation.



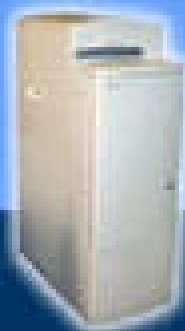
Create Your Reference Archive As Part Of Your Normal Course Of Business !



Introduce your digital documents into the Writer



Servers



Jukeboxes



Document
management
system



Disks



Zips

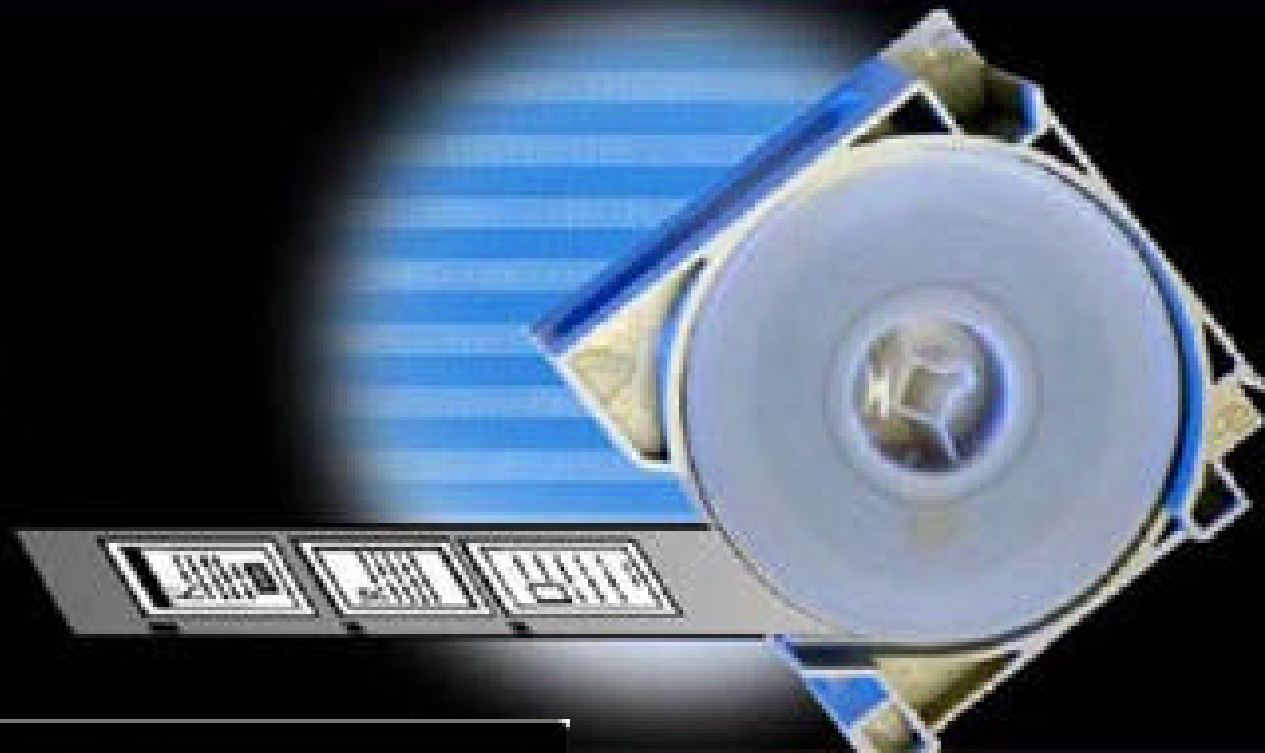


CDs

up to 400
images per minute

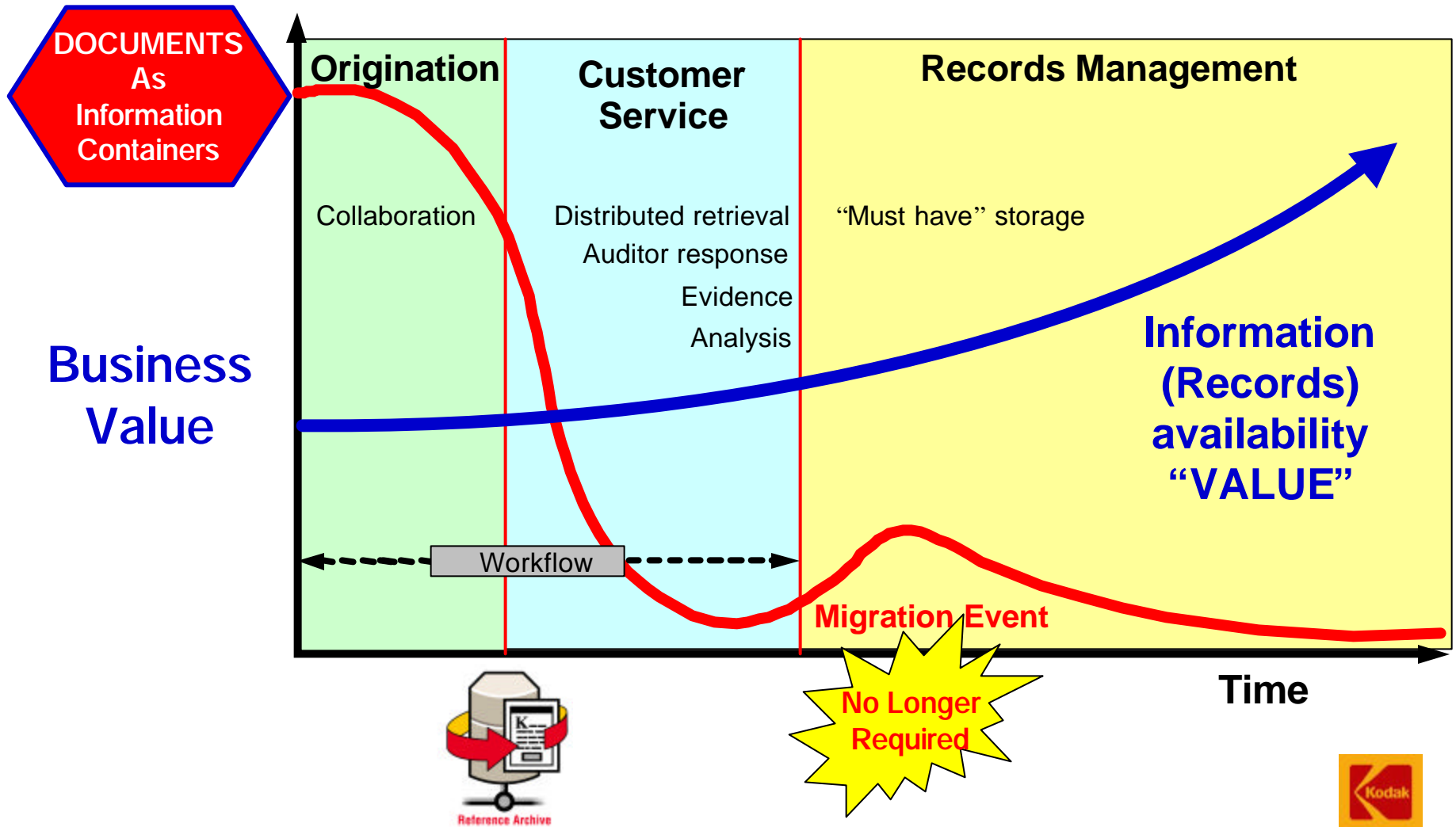


Monitored
by
Kodak



Kodak
InfoGuard Monitoring Program

WHEN You Archive is Just as Important as HOW !



The Value Of A Reference Archive



Reference Archive

Lifecycle Management

Compliance Enabling

Risk Mitigation

Disaster Recovery

A *Digital Visual Record*

Storage Management



THANK YOU !

If you would like to learn more and talk to a Kodak Representative - We would Love To Hear From You !!

Call

1-800-944-6171

