



How To Choose The Right Document Scanning Solution For Your Business

About ADS

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Document Scanning, Storage
and Shredding To Save You
Space, Time & Money

Mission

We prioritise providing you with the personal attention and support you need to handle sensitive documents with ease.

Vision

To be a key contributor to a sustainable world.

We take pride in offering a service that few of our competitors can match and are confident that our approach will exceed your expectations.



Location

At ADS, our regional office is based near Hertford in Hertfordshire. We cover the South-East which allows us to deliver unparalleled efficiency in document archiving, reducing your turnaround times and transport costs.

Meet Clive



Clive Watkins

Managing Director

Clive Watkins is the founder and managing director. He is the driving force behind Archive Document Scanning. With his wealth of experience and expertise, Clive has spearheaded the company's growth and earned a reputation for excellence in the field.

With over two decades of experience in the document management industry. Clive's deep understanding of the nuances of document scanning, sorting, filing, and storage has enabled Archive Document Scanning to offer innovative and cost-effective solutions to clients.

On-Site vs. Off-Site Scanning: Which Is Best?

One of the first decisions you'll need to make is whether to have your documents scanned on-site (at your premises) or off-site (at our scanning facility).

On-Site Scanning

This involves bringing scanning equipment and staff directly to your location.

Pros:

- Sensitive or confidential files never leave your premises.
- Ideal for highly regulated industries like legal or healthcare.
- You retain full oversight during the scanning process.

Cons:

- Typically more expensive due to travel and equipment setup costs.
- Requires space and access for equipment on your premises.
- May take longer if you have limited resources available.

On-Site vs. Off-Site Scanning: Which Is Best?

Off-Site Scanning

Your documents are securely collected and transported to the provider's facility for scanning.

Pros:

- Cost-effective and efficient for large-scale projects.
- Providers often have high-volume, specialised scanning equipment.
- Less disruption to your business operations.
- Free off-site storage while we scan your files. This enables you to free up your office/storage area immediately

Cons:

- Requires secure transportation of your files.
- Files are off-site. *However, with our digital retrieval service, you can have your documents within a day.*

For many businesses, a hybrid approach works best: high-security documents are scanned on-site, while bulk archives are transported for off-site scanning.

Optical Character Recognition (OCR):

Searchable Files Made Simple

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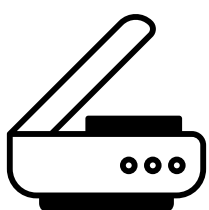
OCR technology is crucial for turning scanned documents into fully searchable PDFs.

This allows you to quickly find text by keyword, making file retrieval faster and more efficient.

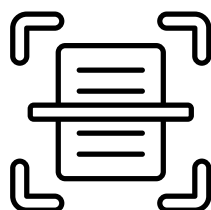
When evaluating a scanning provider, ask:

- Do you offer OCR scanning by default or as an add-on?
- Can you index files by metadata (e.g., date, name, department)?
- Are OCR results reviewed for accuracy?

OCR is essential for businesses looking to improve productivity and streamline document retrieval, especially in sectors like legal, HR, and finance.



Scan Document



Scanned Document



Applying OCR



Text Document

Security

Certifications and Compliance

What to look for

Security should be a top priority when choosing a scanning provider. Your documents often contain sensitive information (client data, employee records, financial files) that must be handled with care.

Key security features:

ISO Certifications: Look for providers with ISO 27001 (Information Security Management) and ISO 9001 (Quality Management).

GDPR Compliance: Ensure data is processed in accordance with UK GDPR standards.

DBS-Checked Staff: Verify that staff handling your documents undergo background checks.

Secure Transport: Check if vehicles are GPS-tracked and sealed during transit.

Chain of Custody: Providers should document every step from collection to delivery.



Storage & Shredding

Secure Document Storage

Even after digitisation, some original documents may need to be retained for compliance or legal reasons. Choose a provider like us offering secure, climate-controlled storage ensures:

- Files are protected from fire, flood, or theft.
- Documents remain accessible if originals are required.

Confidential Shredding

Once documents are scanned and approved, shredding ensures they are permanently destroyed. Reputable providers will:

- Provide a Certificate of Destruction for compliance.
- Use cross-cut shredding methods that meet British Standard BIP0008.
- Recycle shredded paper in line with environmental policies.

The Importance of Ease and Security

Ultimately, your chosen solution should make managing your documents easy, fast, and secure. Look for:

- **Streamlined retrieval:** Searchable, indexed digital files reduce wasted time.
- **Data protection:** ISO-certified processes and encrypted backups safeguard sensitive information.
- **Flexibility:** On-demand file retrieval and scalable storage options.

By selecting a reputable, certified provider, you can enjoy peace of mind knowing your files are protected at every stage.



Common Questions

As A Document Scanning Vendor

How do you ensure GDPR compliance?

Your electronic files are securely secured on our server until you indicate to us that you are happy with the results of our work. At that point we will delete all your files on the server so that none of your information remains with us.

What types of businesses do you work with?

We work with all business types including legal, health, finance and educational facilities. We also work with private customers looking to digitise antique volumes to modern manuals.

Can you collect and deliver my documents for me?

Yes we are just a call away to arrange a collection of new boxes coming into storage or for documents being delivered to your office or home office.

How do I work out how much I need scanned?

You can try out our [free page calculator](#) that will calculate the approximate number of pages you will need scanned.

Future-Proof Your Business

Conclusion

Choosing the right document scanning solution isn't just about going paperless - it's about future-proofing your business.

With the right provider, you can:

- **Improve efficiency and productivity.**
- **Reduce storage costs and physical clutter.**
- **Strengthen compliance and data security.**
- **Enable hybrid working and digital workflows.**

By considering the factors outlined in this guide; on-site vs. off-site scanning, OCR capabilities, security certifications, storage, shredding, and vendor experience you'll be well-equipped to choose a solution that suits your business needs.

Ready to get started?

Contact ADS for expert advice and a free, no-obligation quote today.



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