



Q: What are some of the advantages you gain by having your records scanned?

- A:**
- Reduces filing costs
 - Reduces space requirements (scanning allows you to get rid of filing cabinets)
 - Decreases human error in storage procedures
 - Improves searching, retrieving, and storing information
 - Protects information
 - Improves customer service
 - Enables data backup for disaster recovery and preservation programs