

Document storage

Electronic archive organization



Overview

Canon Russia is part of Canon Europe and is responsible for business in the entire territory of the Russian Federation. Headquartered in Moscow, there are two more offices in St. Petersburg and Novosibirsk. The paper documents archive in our company required a large storage area.

Due to the specific nature of work of the company, the archive accumulated a huge amount of different types of documents over the years: financial, legal, transport and technical documents, annual statements and other correspondence. Accessing and searching in for the necessary document in unstructured storage took a significant amount of time.

Thanks to the Therefore™ electronic archive, paper documents are now scanned, stored by category, and have a convenient indexing and search system. For each document, a bar code is applied, which allows easy decision on where to store the document, providing easy access to the paper originals, and optimizing costs.

Situation

Before the introduction of the Therefore™ electronic archive, paper copies of all documents were stored in folders and boxes, stacked on shelves, and there was no single marking mechanism. It is obvious that this method of storage was ineffective in many respects.

Archiving with such a system required a simply huge area of premises. There were no mechanisms of providing access to documents in the archive for either the company's employees or other employees, for example, when carrying out inspections. Document search took a considerable amount of time.

The Therefore™ Electronic Document Management System is a powerful tool, not only for tasks such as creating workflows to manage incoming and outgoing correspondence and negotiation of contracts, but also for the organization of the electronic archive. Thus the decision to implement the electronic archive was quickly brought to life.

“The Therefore™ electronic archive solution harmoniously works with the tools of remote storage provided by a third-party company. Now we know exactly where and how to find the required document. To do this, we just need to know at least one parameter – search is even performed on the content of documents.

Further, the electronic copy includes a bar code and the document can always be requested from the storage archive. Now it is very convenient that you can see the whole history associated with a specific document. I want to note that the decision to transfer the archive to electronic form has reduced the cost of maintaining the company's archives.”

Tatyana Michasova, coordinator of the Administrative-Supply Department



Project

At first, a classifier of documents placed in the archive was developed. In accordance with this, key identifiers for each document type and their storage time were defined. Then processes were described on the transfer of paper copies to electronic form and marking with special bar codes for storage purposes.

Such a project quickly allowed creation of categories in which all documents are distributed in the Therefore™ system. The described identifiers led to the creation of valid cards in the electronic document archive. We also used tools to automate the processes of recognition, indexing and search in the electronic archive.

Tatyana Michasova, coordinator of the Administrative-Supply Department, was from the outset responsible for the project of transfer to the electronic archive and organization of paper document storage. “The capabilities of the software and remote storage solution allowed us to quickly upgrade the entire document storage system,” she said.

Solution

Today, Canon Russia's paper archive has been fully transferred to electronic form. The task of maintaining paper copies has been delegated to an outsourcing company. All new categories of documents to be stored are transferred to the electronic archive in accordance with the set workflow.

The system allows you to track any changes that may be made to the documents. In addition, it is possible to make cross-references to electronic copies of documents in different categories. For example, when signing supplement agreements, we can always associate them with the previously archived main contract.

Thanks to the electronic archive, all employees have the ability to easily and quickly find documents required, but only if they have appropriate access rights. So we have resolved several problems – we have released additional space in the office, provided secure access to documents, and significantly optimized storage and search.