



USArchive & Imaging Services

A Full Range of Document Management Services

USAIS provides multiple document services “under one roof” insuring a smooth flow of processes, document integrity and security

Scanning Services

Convert your paper documents to a secure and protected digital format. We scan any sized document from 3.5” cards to 42” engineering and architectural plans and more. High-speed production scanners allow us to scan large volumes of paper quickly and inexpensively, at the same time our quality control processes produce a product you can count on.

Indexing Solutions

We offer a complete range of indexing solutions to insure you will always be able to find your document the minute it is needed.. Combine indexing with a custom data entry and OCR solution to turn the data on paper into a powerful, searchable business tool.

Data Entry Solutions

Our data entry solutions will guarantee that the information you need from paper documents is easy to locate, even if buried in a 10,000 page document. Our quality data entry solution will let you quickly find important data such as social security numbers, client names, invoice numbers or any other information you need.

OCR Search Solutions

Our powerful text recognition servers will power your paper documents with full search functionality within a single document or allow searching across thousands of documents instantaneously.

Scan Microfilm/Microfiche

We will take your aging microfilm or microfiche and transform it into easy to use digital images. This will give you easy access to all the information trapped in your rolls of film or fiche.

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|--------------------------|---------------------------------|
| • Microfilm | COM |
| • 16 mm fiche or jackets | 105 mm Step & Repeat Microfiche |
| • 35 mm fiche or jackets | 16 mm rolls or jackets |
| • Aperture Cards | 35 mm rolls or jackets |

Web Hosting

When you need quick access to your entire document collection from multiple locations our secure document management servers are there to assist. Our web based document hosting services offer the flexibility and disaster protection you need for your most important documents.

Document Management Solutions

We recognize that every company has different requirements for a document management solution. That is why we help each customer develop and implement a solution that works for your company and staff.

Consulting Services

Frustrated with trying to manage your growing mounds of paper? Let our consulting staff help get you started. We will sit down and help you develop a document management plan and put processes in place to make your life easier and protect your important documents.

Certified Records Destruction

USAIS provides all the expertise you need to systematically, lawfully and permanently destroy your sensitive business information.



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