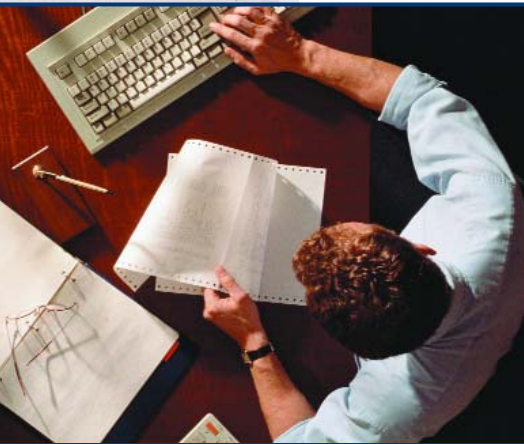




*Tomorrow's
Filing Solutions
for Today's
Professional*

Building Dynamic Records Management Filing Solutions

One of the challenges today is...



...effectively managing information on the system.

The key to success in information management is the ability to locate information in an efficient and cost effective manner. **ifc** System Consultants provide assistance in assessing existing filing methods through:

- Design and creation of new filing systems
- Improve filing room efficiency
- Consolidating multiple filing systems into one efficient system

Getting started...

...**ifc** System Consultants work closely with the organization to meet the requirements of their filing initiatives. **ifc** will observe current filing methods and obtain a complete understanding of the retrieval and filing of various documents (paper, microfilm, digital images, etc). In addition, **ifc** will also provide an evaluation of the filing space, the needs of employee procedures and current/pending records regulations. Based on the evaluation, an **ifc** System Consultant will provide effective solutions to improve the efficiency of the information management systems.



Build a filing system
for the future



Implementing a Records Management Strategy...

...is a critical element of planning. **ifc** recognizes the conversion process involves moving records from one media format to another. **ifc** will convert top tab vertical drawer files to a side tab color-coded system or paper-based information system to a digital image format. This service involves sorting, validating and filing of documents into a new system.

ifc System Consultants will manage the project from start to finish. We assure proper transfer of files in a timely manner, maintaining security of your documents at all times.

Integrating document management systems...

...through bar coding technology. Bar coded folders provide automatic file tracking. Optional color code preprinted labels reduce filing and retrieval times, virtually eliminating misfiled folders.

Allow **ifc** to put the organization in control of their information requirements and make everyone more productive. The goal of any record management program should be:

- Quickly locate any record
- Eliminate lost files
- Develop a filing system that expands as the information requirements change within an organization.





ifc Conversion Services Include:

- Computer-generated labels
- Records moves, purges and merges
- Alpha, numeric and terminal digit systems
- Indexing
- Paper file preparation
- Scanning

Build a filing system for the future

Our principles for filing solutions promoted throughout **ifc** are:

- Provide innovative, high quality, cost efficient document management services
- Deliver our service on a timely basis
- Maintain an experienced and professional organization
- Tailor our services to meet your needs



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SHELF FILING

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