

# Archival Scanning

Protect your historical archives and help preserve the pictures, records and documents that form an important part of our collective heritage.

Creating a unique digital archive of your historical records will help to maximise their usage, ensuring your collection will never be lost, information can be easily shared and access to documents significantly improved.

Covering all document types, our archival scanning service can capture all the information contained with your collection, helping to preserve it in the digital format of your choice.



## We can Capture

- ✓ Charts
- ✓ Log books
- ✓ Registers
- ✓ Loose-leaf folders
- ✓ Pictures
- ✓ Posters
- ✓ Books
- ✓ Journals

# Experience

With decades of experience handling delicate and historical documentation, our highly trained data capture technicians will take great care of your archives to ensure that they are returned in their original condition.

Our experience, over the years, has led us to develop our own bespoke indexing and image correction software to provide our customers with the highest quality reproduction of their collection.

With experience working alongside a range of clients in different industries across the public and private sectors, our archival scanning service can help any organisation to preserve and protect their historical archives.

## Benefits of Archival Scanning



Disaster Recovery - never lose access to your important collections



Instant Searching - improve productivity & undertake keyword searches on any documents



Share Information - easily share your resources with colleagues, clients or the public



Maximise Document Usage - better exploit the data contained in your records by providing access to hidden archives



Reduce Costs - improved access will help cut retrieval & access costs



On-Site Scanning - we can capture rare or valuable documents on location



Improve Document Traceability - set full access rights or enable multiple user access



Preserve your Historical Records - prevent document deterioration by providing access to digital copies



Find out more at:

[mallontechnology.com/document-capture/archival-scanning](http://mallontechnology.com/document-capture/archival-scanning)  
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