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Document Management and Archiving by Ashley Robinson

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Document management controls the life cycle of documents. This would include creating, reviewing, publishing and archiving documents. It would also include disposal or retaining of documents. Every document has a lifecycle, from origination through active, inactive, storage and finally to destruction. A good document management system can secure and manage the lifecycle of your documents, records, images, email, faxes or any other data you may have. A document management system should also reflect the culture of the organization that uses it.

Disaster recovery of documents may also be a part of document management. In many cases, important documents may get destroyed or lost. At times like this, having backup copies of these documents can be a lifesaver. Many document management systems have scanning and archiving services that will help you retrieve your documents and also offer off-site storage solutions. You may wish to archive documents for various reasons such as lack of space in your system, removal of old data, or legal requirements to retain the data. Document archiving can give you significant reduction in hardware storage costs. You can also save time and money required to perform file backups. Organized archiving of documents can help increase user productivity by giving users quick access to archived files and data.

Document destruction could be vital for security, privacy and prevention of identity theft. Destruction of business information is usually mandated by legal regulations as certain documents need to be preserved for a minimum duration of time. Document destruction uses three principal means to dispose of documents â€“ shredding, pulping, and burning. Secure document destruction services are crucial for legal compliance and also for safeguarding information theft in an increasingly competitive economy.

In the information age, document management systems provide an essential service by helping individuals and companies manage their data efficiently and economically and making their business more profitable.

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Fort Knox Records Management provides a document management, records management and archiving services in Melbourne. Get easy and secure a archiving of Business Records with our archive boxes.

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