

Back scanning and digital archiving

We know that data quality, timeliness, error-free performance and cost efficiency are important to business and government enterprises.

Our capability to undertake large-scale archive, digital scanning and document storage can guide and support your organisation's transition to a paperless work environment while enhancing customer responsiveness and service.

Flexible storage and access

Our specialist document scanning, digitisation and storage services have been developed to meet a broad range of operational needs, with a focus on cost efficiency and the reliability of long-term access.

Our secure offsite processing facilities enable us to securely transport your documents, digitise them in line with your record-keeping requirements, and ensure easy electronic retrieval of stored information.

- **Quality assurance:** Our end-to-end tracking of files ensures all documents are accountable and easily retrievable throughout the digitisation process.
- **Data security:** We have the ability to physically or electronically remove, edit or revise key information such as credit card numbers from documents.
- **Flexibility:** We offer a variety of indexing and capture options to maximise future access to key information. We can transfer scanned data back to your systems or to a hosted data repository.
- **Convenience:** Our services include short-term storage and/or secure destruction of physical documents.

Document scanning, digitisation and archiving service can improve your access to documents, reducing costs and process inefficiencies and enhancing data security.



We have over 18 years of experience in helping business and government enterprises better manage their incoming information.

Outsourcing your information management requirements to Decipha can help you streamline and automate your current processes to reduce costs and improve efficiency. This can result in faster payment cycles, business process improvement and simplification and realisation of compliance requirements.

As a business of Australia Post, Decipha can also leverage the extensive range of Australia Post services that may complement your incoming data and information management, including Parcel Lockers, MyPost Digital Mailbox and StarTrack Courier.

This information sheet is a summary only.

For more information about how Decipha and Australia Post can help you reduce data handling costs and improve your operational efficiency, visit decipha.com.au, call 13 11 18 or speak with your Australia Post Account Manager.