

## DIGITAL DATA SCAN - Providing the Ability to go Beyond Paper

Digital Data Scan, a division of the Arizona Industries for the Blind (AIB), provides an affordable solution for reducing the tremendous costs associated with managing, storing and retrieving paper records. Document imaging is the conversion of paper documents to digital images which are then able to be quickly searched for and retrieved. The process includes steps such as document preparation, scanning, indexing and quality assurance.

Document imaging is now affordable, easy to implement and in many cases, the only practical way to comply with new rules and regulations such as HIPAA, Sarbanes-Oxley or various Federal or State mandated requirements.

Customers include the Arizona Department of Administration, the Arizona Department of Economic Security, the Department of Transportation, the City of Phoenix and the Arizona National Guard.

AIB is an approved State Set-Aside Vendor.



### Document Imaging Process Flow

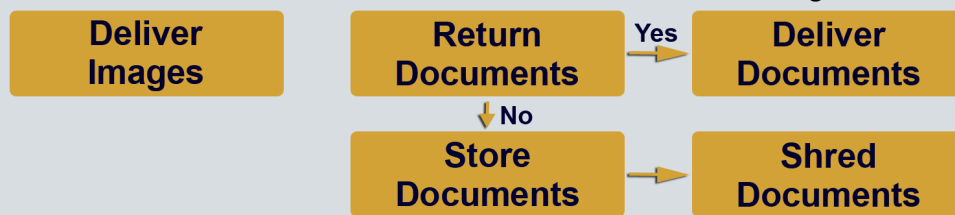
Activities prior to picking up documents for conversion:



Process steps once agreement is reached with customer:



Activities once documents have been converted to electronic images



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