

## IMPLEMENTATION STEPS FOR A SUCCESSFUL PAPER REDUCTION SYSTEM

The approach here is to use a scanner to add incoming documents to your digital file. What you want is an accurate representation of what the original document looked like. However, you also want the scanned documents to be full text searchable. This does not mean that you want to convert your scanned documents into Word or WordPerfect files. You simply want to scan for archival purposes. HOWEVER, you need to be able to find those documents again in the future. The following steps are discussed in greater detail below, but here's the general road-map.

- Ensure You Have Redundant Backup Systems and Security
- Acquire Scanners
- Acquire Scanner Software That Creates Searchable PDFs
- Acquire Search Program or Document Management System ("DMS")
- If no DMS, Consolidate Folder Structure and Establish File Naming Conventions
- Digitize Incoming Documents
- Store Email Outside of Your Email Application
- Write Down Your Scanning Protocols
- Provide Training for all Lawyers and Staff