KONICA MINOLTA'S ELECTRONIC ARCHIVING FOR EDUCATION
INFORMATION AT YOUR FINGERTIPS

Konica Minolta's Electronic Archiving for Education service provides an intuitive easy to use archive storage system that secures your organisations information management. Based on the Australian Society of Archivists Records retention and Disposal Schedule for Non-Government Schools, Konica Minolta's solution makes it straightforward to comply with complex regulations and create an easy-to-use searchable repository.
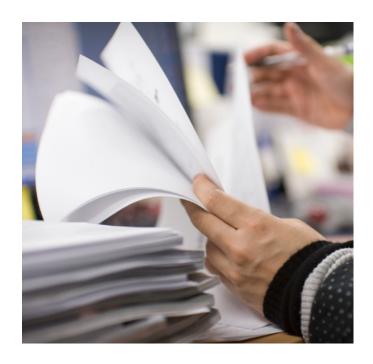
BENEFITS OF ELECTRONIC ARCHIVING

Easy Compliance – Predefined filing structures and retention schedules allow document upload with minimal data entry.

Security – Protect sensitive information from unauthorised access or breaches, protect brand integrity (avoid loss of credibility, damage to reputation) and financial losses.

Efficient Search – The right information for authorised users, easy to find and fully searchable either through meta-data or the document content.

Scalability – Ensure smooth transition during periods of growth, future proofing and developing strategies for new technologies before they become widely adopted.

Fast ROI – Subscription based licensing means you pay for what you use. Fast deployment and data-based filing mechanisms minimise upload times.

ELECTRONIC ARCHIVING SERVICES THAT ARE RIGHT FOR YOU

Far too many schools in Australia still hold physical records, hiding years of data and insights locked away in sheds. Konica Minolta helps education organisations of all sizes extract the insights and data from these forgotten records.

Our Electronic Archiving services can assist end-to-end, from physically scanning on-site, to cloud based storage and complex workflow routing. What's more our specialists can assess your current environment and find the right combination of software and service for your budget, needs and timelines.

COMMON USES FOR ELECTRONIC ARCHIVING IN AUSTRALIAN SCHOOLS

Backed by scalable and affordable cloud storage, education institutions across Australia are already using Electronic Archiving to enhance their records management capabilities and improve their processes by:

✓ **Improving student application and onboarding**

✓ **Creating better financial records and reporting processes**

✓ **Integrating with existing SharePoint and Microsoft365 interfaces**

✓ **Correctly applying retention periods on historical records**

✓ **Maintaining disposal oversight in line with regulations**

✓ **Bringing clarity to confusing unstructured file repositories**

✓ **Improving the management and workflow of incident reports**

CONTACT US TO LEARN MORE

Free Call 1800 789 389
konicaminolta.com.au