

# Preserving Government Documents

## Long term storage and access

### Situation

Local government is required to archive building site and construction related paper documents so people can search their content for many years in an easy manner. This requires some government organizations and departments to preserve documentation for over 100 years in some cases.

### Solution

A pre-defined YSoft SafeQ scanning workflow available on a Xerox MFP, which automatically converts paper documents into a searchable, ISO standard digital format suitable for archiving in a PDF format and stores the content in a Document Management System in a location corresponding to a case number.

### Getting Started

Assess current document storage situation and workflow challenges  
Understand their current technology infrastructure to support document storage or sharing  
Choose technology and implementation option from Technology Required.  
Decide how you prefer to monetize and implement the solution.

### Technology Required

Xerox ConnectKey MFP

YSoft SafeQ Workflow Suite

Card reader and card reader badges (if customer chooses this option for authentication, otherwise LDAP with username/password or PIN can be used)

### Customer Benefits

Digitized workflow increases productivity  
Reduces risk of loss or error  
Meets regulatory requirements

**Solution Links:** [Find Out More on ConnectKey](#)  
[Find Out More on Xerox All Apps](#)

