

Kodak Archive Writer

Cost effective, future proof and admissible archiving of your electronic business documents.

Document Options have been microfilming customers documents for over 30 years and scanning documents for 12 years, we even scan microfilm for some of our clients. But how do you archive your electronic documents? The answer is simple: capture them to microfilm using our state-of-the-art digital laser tape writer.

Hundreds of common document formats can be captured, including Powerpoint, Word and Excel documents, emails PDF files and CAD drawings. From these files, all common formats of Microfilm can be created to match your existing archive.

Planning for the Future:

As a proven long term storage media, Microfilm has no equal. Needing nothing more complicated than a light source and magnifying lens, microfilm is eye-readable for 100's of years, what about your WordPerfect files?

Admissibility:

Microfilm has been proven time and time again to be admissible as a form of evidence in a court of law. Electronic files and scanned images can be altered by anybody with a standard PC and inexpensive software, but microfilm remains unchangeable.

Dual Stream Capture:

Documents can be scanned in the traditional way and stored on CD-ROM or network drive for productivity gains whilst a copy is created and digitally written to microfilm for long term archival. This can be stored onsite at our premises as an additional level of disaster recovery.

**“Microfilm will remain eye-readable
for hundreds of years”**

*Manage your documents
faster, smarter...better.*

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