The Paper Chase

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The Office of the Future

“I'll be able to call up documents from my files on the screen, or by pressing a button. I can get my mail or any messages. I don't know how much [printed paper] I'll want in this world.”

- George E. Pake, then-director of the Xerox Palo Alto Research Center, about what the typical office would look like in 1995.

*BusinessWeek*, June 30, 1975
Why The Paper Chase

- Reduce costs
- Legal compliance
- Business continuity
- Environmental sustainability
The Barrier
Costs

- Rising cost of office space
- Average nationally - $23.23
- Space for filing cabinet – 6 sq. feet
- If 10, 60 sq. feet = 1,393.80
- Off-site storage

Source: AIIM Study Paper Wars 2014
Companies spend $20 in labor to file a document, $120 in labor to find a misfiled document, and $220 in labor to reproduce a lost document.

7.5% of all documents get lost; 3% of the remainder get misfiled.

Professionals spend 5%–15% of their time reading information, but up to 50% looking for it.\(^1\)

\(^1\) Source: PricewaterhouseCoopers
### IDC Study on Document-Related Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Average Time</th>
<th>Task</th>
<th>Time Wasted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating documents</td>
<td>13.3 hours</td>
<td>Reformatting</td>
<td>6.2 hours</td>
</tr>
<tr>
<td>Searching for data</td>
<td>9.5 hours</td>
<td>Searching (not finding)</td>
<td>3.5 hours</td>
</tr>
<tr>
<td>Gathering information</td>
<td>8.3 hours</td>
<td>Recreating</td>
<td>3.0 hours</td>
</tr>
<tr>
<td>Filing and organizing</td>
<td>6.8 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document routing</td>
<td>4.0 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document approval</td>
<td>4.3 hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100,000+ Regulations Worldwide
Business Continuity

- 25% of SMBs affected by disaster fail to reopen\(^1\)
- 40 – 60% of SMBs without plan don’t come back\(^2\)
- Of businesses suffering an incapacitating disaster with no disaster recovery plan:\(^3\)
  - Only 43% resume operations
  - Of the 43%, 29% still in business in two years
  - Total of 71% will be out of business in two years

\(^1\)Source: The US Small Business Administration
\(^2\)Source: David Paulison, Former Director, FEMA
\(^3\)Source: Contingency Research Planning
Environmental Sustainability

Annual Paper Consumption Per Capita

- Western Europe: 393.96 / 178.7
- Asia: 90.34 / 41
- North America: 504.84 / 229
- Latin America: 94.84 / 43.02

Source: http://www.forestethics.org/paper-the-facts
The Solution = Capture

- Combination of hardware and software
- Digitize and recognize
- Transform it into a valuable resource
The Benefits

- Enhanced accessibility
- Productivity gains
- Faster and thorough access for compliance initiatives
- Reclaiming premium office space
- Physical protection
- Many environmental benefits
Applications

Retail/Manufacturing
Contracts
Buyer Files
Sales Agreements
ISO Procedures

Healthcare
Patient Records
Claim Processing
Order Entry (Lab, etc.)
Clinical Data Repositories

Government
Historical Records
Parking Tickets
Compliance Documents
Police Department Records

Legal
Client Records
Case Reports

Insurance
Applications
Claims
Damage Inspections

Healthcare

Hospitality
Guest Data
Charge Authorizations
Reservations

Museums
Archives
Artifacts

Banking/Financial Services
Proof of Deposit
Check Truncation
Signature Verification
New Account ID
Transaction Processing
Safe Deposit Contracts
Wire Transfer Documentation

Transportation
Proof of Delivery
Would you say that the consumption of paper and/or number of photocopies in your organization is...?

Source: Paper Wars 2014 – An Update From the Battlefield
Do you have a specific policy or maxim to “Drive paper out of the business?”

Source: Paper Wars 2014 – An Update From the Battlefield
MOEITS

- Largest Labor Union
- Diversified Departments
- Geographically Dispersed
Took on the Paper Chase
Phased Approach

- Phase 1 – Legal
- Phase 2 – Political Action Committee Fund
- Phase 3 – Grievance Process
- Phase 4 - Contracts
ROI

- Cost Reduction
- Legal Compliance
- Business Continuity
- Environmental Sustainability
Product information & white papers

- [http://us.fujitsu.com/fcpa](http://us.fujitsu.com/fcpa)

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