

Why You Should Consider Electronic Records Management (ERM)

– The Top Ten Reasons

Technical Article

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Summary: Electronic Records Management Systems are computer based systems designed to store scanned images of paper documents and electronic documents. The Top 10 reasons for considering such a system are as follows.

Reasons:

1. **Backup in case of disaster**
2. **Save employee time in finding documents**
3. **Move documents off-site freeing up valuable office space**
4. **Compliance with Government and ISO standards**
5. **Easy to distribute documents inside organization and to the public**
6. **No more lost files**
7. **Saves on wear and tear of paper records**
8. **Reduce paper records filing costs**
9. **Increase security to confidential documents**
10. **Improve decision making in organization**