



MICROTEK
Document Imaging Systems, Inc.

Scanning • Imaging • Software • ECM • Workflow





At Microtek we help make companies paperless. It is our mission to educate our customers about their choices and the benefits of good records management.

Our associates believe that there is only one reason a business exists: to serve the customer. But let's face it, records management is not necessarily exciting or attention-getting. That's where we can help.



Since 1968 we have been focusing on details. In digital document management, that's important. And we balance a pinpoint focus on details with expertise in contemporary technology – not for the sake of technology itself, but for the unique solutions it brings to the problems of our information age.

We believe that in order for a solution to work, it must continue to be effective long after the theorists leave. We're realists. We've been around since 1968 and will still be here when records management changes again. It is important to remember that technology is a means to an end, not an end in itself. The objective of document management should always be a proper business solution.





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MICROTEK's Qualifications & Experience

MICROTEK is proud of the reputation we have established implementing document imaging installations in the Midwest since 1968. These systems have been placed in a myriad of companies and applications.

The MICROTEK organization is expert in all existing information and document imaging technologies. This expertise is based on our continuing education in state of the art technology, combined with our forty plus years of hands-on experience. Our staff is comprised of veteran records management systems specialists, digital document imaging specialists, certified network engineers and certified network administrators, and factory-trained hardware and software support personnel.

MICROTEK is a thirty-five year sustaining Trade Member of the Association for Information and Image Management International. Its officers and staff include recipients of the Association's Master of Information Technology and Distinguished Service awards, and election to the Association's exclusive Company of Fellows.

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Suggested Records Retention Schedule

Do you still have that contract or lease from the office equipment you disposed of seven years ago? What about property appraisals, depreciation schedules and trademark registrations? Those should be easily accessible for as long as you are in business. But how many businesses can readily find and access these records at a moment's notice?

To help understand the importance of records retention, Microtek has compiled this *Suggested Records Retention Schedule* using a number of sources and industry best-practices.

Note: These are suggested retention schedules based on current information. Please consult your attorney or accountant for laws applicable to your situation.

Accident reports and claims (settled cases)	7 yrs.	General and private ledgers (and end-of-year trial balances)	Permanently
Accounts payable ledgers and schedules	7 yrs.	Insurance policies (expired)	3 yrs.
Accounts receivable ledgers and schedules	7 yrs.	Insurance records, current accident reports, claims, policies, etc.	Permanently
Audit reports of accountants	Permanently	Internal audit reports (in some situations, longer retention periods may be desirable)	3 yrs.
Bank reconciliations	1 yr.	Internal reports (miscellaneous)	3 yrs.
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently	Inventories of products, materials, and supplies	7 yrs.
Cash books	Permanently	Invoices to customers	7 yrs.
Charts of accounts	Permanently	Invoices from vendors	7 yrs.
Checks, cancelled (see exception below)	7 yrs.	Journals	Permanently
Checks, cancelled (for important payments, i.e., taxes, purchases of property, special contracts, etc. checks should be filed with the papers pertaining to the underlying transaction)	Permanently	Minute books of directors and stockholders, including by-laws and charter	Permanently
Contracts and leases (expired)	7 yrs.	Notes receivable ledgers and schedules	7 yrs.
Contracts and leases still in effect	Permanently	Option records (expired)	7 yrs.
Correspondence (routine) with customers or vendors	1 yr.	Payroll records and summaries, including payments to pensioners	7 yrs.
Correspondence (general)	3 yrs.	Petty cash vouchers	3 yrs.
Correspondence (legal and important matters only)	Permanently	Physical inventory tags	3 yrs.
Deeds, mortgages, and bills of sale	Permanently	Plant cost ledgers	7 yrs.
Depreciation schedules	Permanently	Property appraisals by outside appraisers	Permanently
Duplicate deposit slips	1 yr.	Property records – including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Employee personnel records (after termination)	3 yrs.	Purchase orders (except purchasing department copy)	1 yr.
Employment applications	3 yrs.	Purchase orders (purchasing department copy)	7 yrs.
Expense analyses and expense distribution schedules	7 yrs.	Receiving sheets	1 yr.
Financial statements, end-of-year (other months optional)	Permanently	Requisitions	1 yr.



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Document Conversion Services on Services

- Scanning paper records to digital assets
- Scanning microform records to digital assets
- Converting microfiche or microfilm to digital image or print-out
- Wide throat scanning of engineering drawings—42-inch maximum
- Color scanning of any paper record
- Microfilming of any paper record
- Data entry, image indexing, and order forms processing
- Data conversion of legacy systems
- Email archiving and search engines
- Digital document storage—retrievable via internet anywhere, anytime
- Shredding of paper and/or microform records
- Document management consulting
- Document imaging system sales
- Enterprise report management software and services
- Litigation support
- Minolta Reader Printer sales and service
- Kodak Image Guard Lab
 - Microfilm sales
 - Microfilm processing
 - Microfilm duplication