

# CLEANING UP LEGACY RECORDS

An Intelligent First Step in Your Digital Transformation Journey

New research has uncovered how decision makers view the challenge of legacy paper records in their organisations and what they're doing about it.

The findings show how your peers are thinking about legacy records and the need to clean up paper files as part of the digital transformation journey – along with the obstacles that may get in the way.



**93%** of respondents stated a goal to eliminate paper records in the next five years.

## THE CURRENT STATE OF PAPER RECORDS

Organisations store 70% of records digitally and 30% on paper.

Although the percentage of paper records is declining, one-third of respondents are currently storing over 100,000 boxes of paper records, and some have 500,000 or more. The volume of paper records remaining is still tremendous for many organisations.



## WHAT ARE ORGANISATIONS HOPING TO ACHIEVE?

The survey looked into the most important factors around paper records cleanup and what organisations hope to achieve. The top factors motivating paper records cleanup are related to over-retention, organisational initiatives, and digital transformation.

### THE MOST IMPORTANT FACTORS ABOUT RECORDS CLEANUP

% Selected total respondents



## 3 RECORDS CLEANUP GOALS

- ELIMINATE OVER-RETENTION TO CUT RISKS AND COSTS**
  - When you keep records beyond retention requirements, your organisation is exposed to litigation risks, security gaps, and the possibility of violating privacy rights.
  - On the cost side, tens of thousands – if not millions – of dollars can be saved when these records are defensibly destroyed.
- IMPROVE VISIBILITY WITH ORGANISATION AND INDEXING**
  - Find what you need, when you need it.
- SUPPORT THE DIGITAL TRANSFORMATION JOURNEY**
  - 52% of organisations said that identifying records to support digital transformation initiatives is a top priority for them.

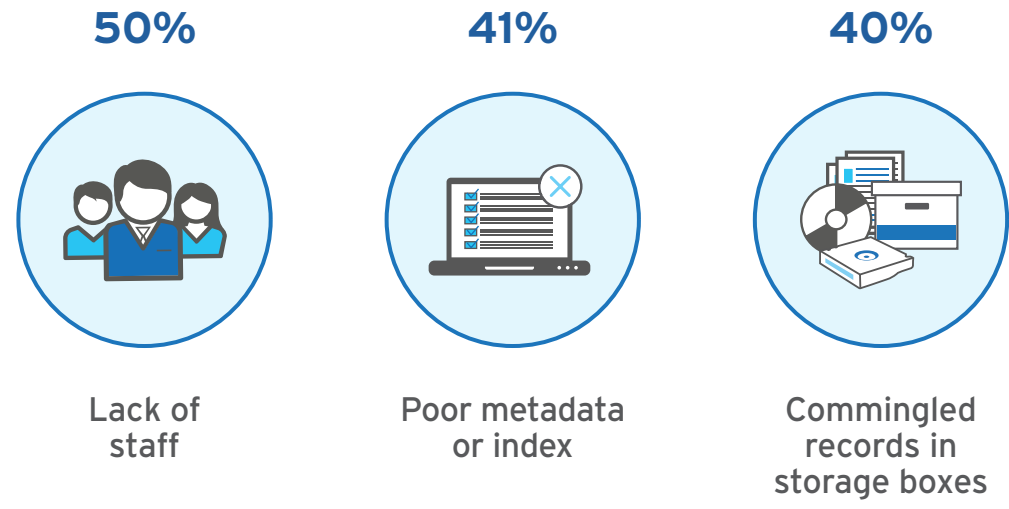
**DID YOU KNOW?**  
On average today, about 1/4 of all paper records cannot be identified with confidence.



## WHAT'S STOPPING YOU?

There are certainly challenges for organisations facing a paper records cleanup project, but the advantages outweigh the challenges.

**Top 3 CHALLENGES Preventing Paper Records Cleanup**  
Challenges most often selected in the top 3 include:



## WHAT YOU CAN GAIN

When you actively manage legacy records, you'll gain accuracy and consistency in the process. Outsourcing this process frees up resources to focus on higher-priority tasks and will likely save money over a do-it-yourself initiative.

**Top 3 ADVANTAGES of Outsourcing Paper Records Cleanup**  
Advantages most often selected in the top 3 include:

