



Kodak

Reference Archive
System

When it comes
to information
archive strategy,
digital has met
its **ideal partner.**

Future-proof
your records
management with
the **Kodak** Reference
Archive System.

Digital's ideal partner

The **Kodak** Reference Archive System includes a complete information security system: hardware, software, media, service, quality monitoring and disaster recovery.

- > **Kodak** i9600 Series Archive Writers—
to create exceptional images day after day



- > **Kodak** i9600 Application Software—
for formatting and index coding of film



- > **Kodak** Reference Archive Media and **Kodak ImageLink** Smart Cassettes—
ISO/ANSI certified 16 mm microfilm with
a 500-year lifespan when stored under
proper conditions



- > **Kodak InfoGuard** Monitoring Program
for service providers—to assure crisp,
high-quality film and images



- > **Kodak** Disaster Recovery Program—
providing cleaning, re-spooling and
re-labeling of any damaged film



- > **Kodak** Service & Support—
world-class service to keep you
continuously productive

Kodak
Service & Support





Kodak

Reference Archive System

The **Kodak** Reference Archive System safeguards critical digital documents on ISO-standard, archival-quality **Kodak** Reference Archive Media

You have important digital documents. Everyone does because digital is here to stay. However, you also need to guard against costly compatibility, migration and deterioration issues. Most companies refresh CDs every three years, and DAT and LTO magnetic tapes every five. Ongoing migration is expensive and risks transcription errors and metadata loss. And there's no guarantee that your digital media or formats will be compatible or supported in the future.

What if you could capture your digital data and documents once and forever on **Kodak** Reference Archive Media—a searchable, human-readable, safe, cost-effective, and long-term medium? An ideal partner demonstrated to last 200 times longer than the anticipated lifespan of information on DVD? And then store these documents on a system that allows you to search, find, and re-digitize any record?

You can future-proof your records management now with the **Kodak** Reference Archive System.

How it works

1 Send **Microsoft Office**, PDF, PDF/A, JPG and TIFF files from servers, scanners, offline storage media and more to Reference Archive



2 Files are verified, batched and delivered to i9600 Series Writer



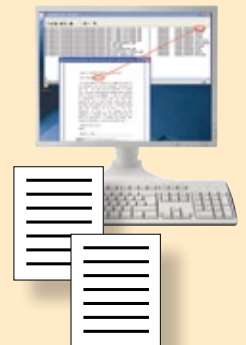
3 Images written to one or two cassettes of archive media simultaneously with text file indices generated



4 **Kodak** Reference Archive Media—with a life expectancy of at least 500 years under proper storage conditions—can be stored on- and off-site



5 Text file indices can populate a Reference Archive database or be merged back into the enterprise system



A timeline for long-term peace of mind

Preserve [your past]

- > Write **Microsoft Office**, PDF, PDF/A, JPG and TIFF files to archive media
- > Safeguard legacy and keep-in-perpetuity documents



Access [every document anytime]

- > Search, find and retrieve any document (via familiar enterprise application screens) on archive media far faster than from a backup system
- > "Re-digitize" documents and repurpose them like any digital files



Data rot happens

Many law firms have found that metadata is often not transferred properly when files are copied. Hard drives allow for a three-part storage system, while optical media allows for only one level of data.¹

Lawrence Livermore National Laboratory devised a titanium disk projected to last 10,000 years. After realizing some assumptions weren't correct, they downsized their estimate to 20 years.²

Studies show that each data migration may lose up to five percent of the stored information.³

Magnetic tape can degrade within a decade. According to the National Archives Web site, by the mid-1970s, only two machines could read the data from the 1960 U.S. Census: one was in Japan, the other in the Smithsonian Institution. Some of the data collected from NASA's 1976 Viking landing on Mars is unreadable and lost forever.⁴

“Microfilm record searches tend to be quicker and data retrieval is also faster.”

- Peter Schlusser,
Director of Optical Systems,
Suffolk (NY) County Clerk's Office

Relax [right now]

- > Know you are in compliance with regulatory industry and government laws and mandates
- > Possess human-readable, searchable, unaltered records of digital documents from e-mails to invoices, records to R&D reports and beyond
- > Batch upload to other ECM systems
- > Never lose a record again

Safeguard [your future]

- > Create digital and archived records from a single scan
- > Write two unalterable records, simultaneously
- > Future-proof your records management by eliminating worries about data loss, media deterioration, compatibility/migration issues, viruses, and technological obsolescence



Real-world reference archiving advantages

More than 8 million digital and paper records from the Suffolk County (NY) County Clerk's office have been converted to archive media. Visitors to the office view microfilm while Web viewers call up digital records.



When 40,000 images literally went up in smoke, a major pharmaceutical firm was able to selectively restore 30,000 images from microfilm stored at a different location.

This company also runs their **Kodak** Reference Archive System 24 hours a day, seven days a week. And since their system groups and indexes associated images on the same piece of archive media, the company's regulatory affairs department has been able to simplify search and retrieval operations.

From digital to secure archive to digital

During a merger, the parties discovered the disparate, incompatible natures of their ECM systems. By microfilming documents from both entities, they were able to feed back all data into their new ECM system.

Future-proof your records management, starting NOW

Discover the ideal information archive strategy partner to complement, preserve and protect your digital data. Learn more about the **Kodak** Reference Archive System today.

To learn more:

Visit www.kodak.com/go/referencearchivesystem

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It's time for you **AND** Kodak