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Kodak and the Millennia Group’s “Scan Squad” Assist GSA with Records Management for the Federal Archives

ROCHESTER, N.Y., Oct. 21—Millennia Group’s “Scan Squad,” the everyday heroes of document management, saved the day once again by helping preserve history with its mobile scanning team.

Accessing critical information required the U.S. General Services Administration (GSA) in Kansas City, Mo., to weed through virtual and physical warehouses of decades old information stored across federal buildings and other properties. To aid in secure and efficient management of the GSA’s critical building files, the Scan Squad hit the road, and with KODAK Scanners in tow, helped digitize and archive this highly confidential information.

“Working with Kodak, the Scan Squad has established a standardized system that allows for scanning, capturing and managing critical information onsite, offsite or a combination of both, assisting government organizations with the management of their most sensitive information,” said Michael Cipriano, President and Co-Founder of the Millennia Group, a New York and Chicago based service bureau with a diverse customer base across the commercial real estate, financial, government, and human resources markets.

With the need to accurately organize, identify and scan the sensitive files prior to shipment to the Federal Archives in Washington, D.C., the GSA Kansas City offices sought the assistance of the Scan Squad, both onsite and offsite. Using KODAK Scanners and a Web based project tracking tool from the Millennia Group, the Scan Squad enabled secure management of the GSA’s federal compliance, environmental, building, and safety records for all government owned buildings in the Kansas City area.

“Managing more than 100,000 pages of critical federal documents, many of which are more than 20 years old, is a task that requires careful and critical organization,” said GSA spokesperson Kevin Santee. “The material that we were scanning and sending to the Federal

Archives mandated not only a detailed accounting of each document in every box, but also high scan quality needed for the future electronic access to the files after they were placed in the archives. The Scan Squad made this process easier by using KODAK Scanners and converting each file into a high quality PDF and at the same time cataloging all of the document information in their tracking database.”

Recognizing the sensitive nature of the documents being handled, the Scan Squad prepared a secure archival environment that utilized KODAK i1440 Scanners, as well as off site identification assistance at a Millennia facility. The paper handling capabilities of the scanners helped the Scan Squad convert a variety of delicate papers, photographs, and blueprints into easily identifiable and retrievable formats that could be separated, indexed and coded accordingly.

“Kodak’s product offerings provide scaleable, open platform options that enable Millennia Group to easily automate the process of uploading digitized documents onto a centralized system that can be securely and accurately archived for federal needs and operations,” said Judy Powers, Strategic Account Manager, Document Imaging, Kodak’s Graphic Communications Group.

“Kodak brings much strength to the solution, from scanners that can meet any job to dedicated service and support that assist our customers and end users to improve productivity and receive exceptional value from their document processes.”

About Millennia Group

Millennia Group is a leading document imaging and data management service bureau focused on the needs of the commercial real estate, financial, government, manufacturing and legal industries.

The company began as an idea between two life-long friends, Michael Cipriano and Scott Bublitz. In the mid-1990's both began to see the growing need for information management services in the coming digital age. In 1996, Millennia Group was founded as a boutique document imaging service bureau and quickly became a trusted provider across multiple industries. In the ten plus years since, Millennia Group has grown to be a national leader of information management solutions including document imaging, data management, and consulting services.

Millennia Group has successfully converted millions of document pages from paper to digital, with additional data management services making critical business documents readily accessible and well organized. To learn more, visit www.mgdocs.com.

About Kodak

As the world's foremost imaging innovator, Kodak helps consumers, businesses, and creative professionals unleash the power of pictures and printing to enrich their lives.

To learn more, visit <http://www.kodak.com/>, and our blogs: 1000words.kodak.com, PluggedIn.kodak.com, and GrowYourBiz.kodak.com.

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More information about KODAK Document Imaging Scanners and Services is available at www.kodak.com/go/docimaging.

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