

RICOH
Records
Management
for Indigenous
Communities



Build a better future that will preserve the traditions, culture and heritage of your community.

Your council has access to and stores valuable member data all the time. This data, along with legacy documents is primarily paper-based and manually managed which can be easily lost, mishandled, damaged or stolen. As digital workplaces pave the way for the future, digitizing your legacy and organization documents, and historical records make a lot of sense to enable convenient access to information when you need it the most, while preserving and protecting your valuable information.

Digitize your documents and records for easier access and control

Simplify records management, protect your data and streamline workflows to help you support your community more effectively, efficiently and securely.

Key benefits of digitalization

✓ **Information mobility**

Convert paper-based documents into digital formats to reduce storage costs and improve access to information from any work location or device.

✓ **Optimize**

Create streamlined digital workflows to improve efficiency, productivity and member satisfaction.

✓ **Secure**

Implement information access rights protocols and a backup and recovery plan to protect your information.

HOW RICOH CAN HELP

Document Capture and Backfile Scanning

This is the first step in your digital transformation journey. Digitize your historical records and legacy documents so you can easily, and securely search information using easy-to-use on-site or offsite technology and storage tools.

File Analysis and Migration Solutions

Evaluate, assess and determine all documents that are highly relevant to your community using file analysis. Ricoh can help you clean up, test and migrate all digital information to a content management system at your convenience.

Advanced Capture and Routing

Easily define how your organization will transition from paper to digital files and into a content management system. Ricoh can help you simplify this process by clearly defining an imaging strategy that is simple to use to enable your employees to easily add content to your digital library archives.

Content Management and Workflow

Deliver an exceptional experience through simple searches and retrievals pertaining to digitized documents related to the business of governing. Ricoh can help you prioritize all historical data and documents to be protected by digitizing and indexing for future search and retrieval.



Digital Rights Management (DRM)

Protect your member and organization's data. This solution is a file-based security system that prevents the exposure of sensitive and confidential files. Ricoh's DRM solution protect, control, and track sensitive files containing intellectual property, trade secrets, personally identifiable information (PII) and more.

Backup and Recovery Solutions

Minimize your organization's downtime to access critical member information and documents in the event of natural disasters and unforeseen disruptions. Ricoh can help you develop, test and implement a comprehensive disaster recovery plan that involves an offsite backup solution to prevent total data loss and reduce community interruptions.

RICOH CANADA IS PROUD TO BE A MEMBER OF THE CCAB

As a proud corporate member of the Canadian Council for Aboriginal Business (CCAB), our focus is on higher education and life-long learning for Indigenous students and working with Indigenous communities on the digitization and preservation of paper-based historical documents and business records.

As part of our work with CCAB, we are enrolled in the Progressive Aboriginal Relations (PAR) program at the “Committed” level, to demonstrate our organization’s commitment and focus on progressive Indigenous relations across the company.

We commit resources to the development of Indigenous-owned businesses and build positive relations with Indigenous communities and stakeholders. We also support and commit to achieving equitable representation of Indigenous persons in our workplace.

Ricoh achieved PAR Committed Phase 3 in early 2021 and anticipates achieving PAR Certified status in 2022.



“We are proud to continue on this journey of positive Indigenous Relations. We remain committed and are now working toward Silver Level Certification with the CCAB. We still have work to do, but we have laid a solid foundation to learn and grow.”

Scott Leonard
Director of Sales, Public Sector and Chair,
Progressive Aboriginal Relations Committee

For more information on Ricoh’s PAR activities, [click here](#)



EMPOWERING DIGITAL WORKPLACES

The greatest asset of a company, a country and the Earth itself is the imagination of its people. Through creativity and collaboration, people can improve the way communities live and work together. Ricoh strives to provide the right combination of technology, expertise and service to inspire and enable powerful transformation in your organization.

Since our beginning in 1962, we've been on the forefront of workplace innovation. Back then, that meant creating the first office fax machine. Today, we're empowering digital workplaces, which means connecting people to information, faster and more conveniently than ever before. We'll help you to improve employee productivity, better serve your customers, and grow your business. As for tomorrow, that vision is already taking shape in our minds and labs. And as digital workplaces continue to change the way we work, our imagination will continue to help you work smarter.

WHY RICOH DIGITAL SERVICES

- ✓ Optimize business operations
- ✓ Accelerate digital transformation
- ✓ Recover more revenue
- ✓ Enable hybrid work environments
- ✓ Create a more sustainable business model

Discover solutions to help you redefine the future of your community.
[Click here to learn more.](#)