

# ASSET MANAGER™



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2ND GENERATION

## Know What You Have... Where It Is... And Be Able To Find It - Online.

Has your office decided to convert some or all of your archive records?

- Redact sensitive personal information?
- Reclaim valuable office space that currently holds film, fiche or their associated viewing equipment?
- Implement a process improvement that will accomplish retrieval of records 5 to 10 times faster than your current process?

How do you get quotes for your records conversion when you don't really know what you have?

Once you send your property out, how do you know where it is, or if you will receive it all back?

AtPac's **Asset Manager™** Module and related services automate the entire process of film conversion management, asset identification, and the tracking of microform assets into an information resource for your organization.

AtPac will start with a comprehensive inventory. The process is run and verified to ensure we have accounted for all of your property. At each stage of the process, the system will log the handling of each microform (e.g. roll of film, jacket of fiche, box of paper), providing an auditable chain of custody. AtPac will carry additional insurance on your property with the county or company as a named insured.

For your archive, each microform is visually inspected to determine and confirm the records it contains – including comments on image and overall media quality. Results are entered into the **Asset Manager™** module. Film is placed in an archive quality (acid and lignin free) container, with a film retaining strap as needed, and a new bar coded label affixed to the container. Bar coded labels allow for electronic scanning, which speeds up the handling process and helps to eliminate human error. If the film is to be digitized, when the film is returned from scanning we inspect the images to ensure adherence to naming conventions, image quality and the completeness of your archive.

## Turn Your Microfilm into an Information Resource



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