PDF/A

A New Way to Archive Documents

PDF vs PDF/A

- PDF/A is the PHMC standard for archiving permanent records
- PDF/A ensure documents will always be readable in the future regardless of technology updates and changes
- PDF/A format cannot be altered or contain external links or references

PDF/A Formats

PDF/A-1a (Level A Conformance) - includes mapping text and content structure and is the best format for electronic documents like Word, Excel, etc.

PDF/A-1b (Level B Conformance) - same as 1a without requirement for document structure. This is the best format for scanned documents.

Compliance Requirements

1. Create a User Copy (Copy 1) - can be scanned to any format (PDF, TIFF, JPG, etc.) - used for everyday retrieval of information
2. Create a Security Preservation File (Copy 2) - must be PDF/A format, secured against un-authorized access, and stored online
3. Create a Backup Security Preservation File (Copy 3) - must be stored in PDF/A format, stored offsite, and storage media and software must be rotated and updated annually.

Reynolds PDF/A Services

- Backfile conversion of TIFF or PDF image files to PDF/A
- Ongoing conversion of TIFF or PDF image files to PDF/A
- Backup security Preservation File off-site storage
- Regular PDF version upgrades and media rotation

REYNOLDS
BUSINESS SYSTEMS

610-398-9080 | info@reynoldsbusiness.com

SIMPLE STEPS TO DIGITAL DOCUMENTS

Reynolds has the largest and most experienced conversion services lab in PA. With over 50 years of image conversion experience, we will provide you with a turnkey solution to convert your paper, electronic or microfilmed documents into indexed, searchable images.

We make the entire process seamless and simple, with just 3 steps to getting you to a fully digital office.

1. **Project Plan**—We will help you determine what documents should be scanned, plan all the search and indexing parameters based on who and how you will use the images, review and plan system integrations, retention requirements, and lastly, map out a detailed schedule to minimize disruption at your facility.

2. **Conversion**—Reynolds will pick up/download your documents, do all document preparation prior to scanning, provide scanned samples for approval, and complete the scanning and indexing process.

3. **Delivery**—Once complete, we will return to you fully searchable images. The originals can be returned, or we can do a certified destruction upon your approval.

THE REYNOLDS DIFFERENCE

- 100% QC of every image (we don't just "shovel scan" your documents)

- 50+ Years of imaging experience

- Production-level hardware and software ensure quality images and flexible search functionality

- 100% import guarantee of images to your system

- Complete turnkey services from project plan to delivered images

- Certified experts managing every project and most tenured staff in PA

WHAT WE SCAN

Paper Files

Spreadsheets

Drawings

Newspapers

Aperture Cards

PHMC Compliant Images

PDF and PDF/A Services

OCR

Microfilm

Microfiche

Over-sized Documents

Pictures

Media Conversion

Ancillary Imaging Services

Indexing and Metadata

Archive Writing

Books

Electronic Files/Emails

Maps

Dockets

Electronic/Paper Forms

Image Format Conversion

Microfilming

Redaction

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