



Case Study:

EQ Media:
Digitisation of Finance
and Legal Files

grace:

Background

EQ Media is an Australian production company with its head offices in Sydney.

EQ Media specialises in production creation and management.

Within this sector there is a requirement to retain both financial records and legal contracts related to TV productions, which are obliged to retain indefinitely such as participant releases for talent who appeared in any TV show over the years.

The Challenges

EQ Media faced the following challenges in retaining their records in a paper format:

- **Office Move** – EQ Media relocated from two offices to a single smaller office. This provided a challenge as the records were no longer able to be kept onsite within the new office due to lack of space.
- **Paper light initiative** – Implementation of a “paper light” environment was put in place post the relocation, resulting in the need to digitise business critical records.
- **Existing storage not suitable for records** – Some records which were required to be retained were stored at an off-site storage facility not suitable for paper records.
- **Non-Searchable Records** – As the records were in paper format, it was difficult for EQ Media to effectively search of information within record when required

The Solution

Grace worked the EQ Media to carry out a digitisation project where all records securely transported to the Grace facility for digitisation.

- Point to point secure chain of custody transportation of records from EQ Media to Grace
- Receipt, reconciliation and exception reporting
- Urgent file processing as required
- Preparation prior to scanning
- Document scanning and quality checking
- Indexing and file renaming

- OCR treatment – Text searchability
- Comprehensive final Quality Control
- Post preparation to be in the order they were provided in their respective boxes
- Scanned images and metadata returned to EQ Media via an encrypted hard drive
- Secure Destruction of all files post digitisation

The Result

EQ Media is happy with the digitisation project carried out by Grace. The professionalism of the team was impeccable.

With the digitised files, EQ Media is now able to efficiently search for information within files, share documentation faster and now have the confidence our records are being maintained to the required retention periods in the correct manner and there is no risk to loss of information.

