

## STATISTICS

Of the total 8 hours wasted per week in paper document management, we spend 1 hour finding documents, 1 hour with difficulty in sharing documents, 1 hour in distribution/storage and .5 hours in archiving and retrieval.

- *Imagetag's website, 2003*

It costs \$120 in labor to track down a misplaced document or \$250 in labor to recreate it.

- *North Carolina's Brunswick Beacon, 10/94*

An average organization: Makes 19 copies of each document. Spends \$20 in labor to file each document. Spends \$120 in labor searching for each misfiled document. Loses one out of every 20 documents. Spends 25 hours recreating each lost document.

- *PricewaterhouseCoopers*

It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it.

- *Gartner Group, Coopers & Lybrand Ernst & Young*

80% of papers that are filed are never referenced again. Rent of the space the file cabinets occupy, the filed cabinets themselves, and filing supplies all cost money.

- *SBA*

25% of enterprise paper documents that are misplaced will never be located.

- *Datapro/Gartner Group*

85% of all company's knowledge assets aren't in the relational database that runs major enterprise applications.

- *Forrester Research, IBM & Merrill Lynch*

Knowledge workers spend 50% of their time searching for information, leaving only the remaining 50% to actually use what they have found.

- *Reuters Study*

The average office workers make about 61 trips per week to the fax machine, copier and printer.

- *Gartner Group, Coopers & Lybrand Ernst Young*

More than 70% of today's businesses would fall within three weeks if they suffered a catastrophic loss of paper based records due to a fire or flood.

- *World-scan.com*