



## Information Controls, Inc. provides customized document storage and digital imaging solutions for business like yours.

Whether you are accessing files daily or monthly, we can work with you to provide tailored services that improve the way you work. From our HIPAA reviewed, climate controlled storage facility to our scanned document retrieval software, we will ensure your files are safe, secure, and organized.

## EXPERIENCE THAT MATTERS.

We have been helping our clients with their document processing for over 30 years. We can help you get the most out of the documents you want digitized through options with continued access to key staff. Let us show you how we can make your documents work for you more effectively.

## WORKING TO EXCEED YOUR EXPECTATIONS.

You deserve the very best and Information Controls can supply that. We work with each client to create a plan specifically to meet their needs and our ability to store as well as provide document imaging solutions make us an ideal fit for nearly any business.

### Document Imaging

Your files can be digitized for future use and we can even use existing software you may have to help you access them when needed.

Our digitization process makes it easy for you to access your files in a digital format. We offer several formats including indexed (per spec) TIFF, PDF, and color JPG files.

We also offer Alchemy Document server which is a Windows-based document retrieval system allowing you to search for scanned documents.

### Secure Storage

Storing your documents safely and securely is the key to how we are different than other storage options. Not only are we HIPAA compliant but our membership in the Association of Records Managers and Administrators (ARMA), reflects our dedication to making sure your documents are taken care of.

When you need a file pulled, we are able to promptly fill your request during normal business hours.

(815) 484-2100 ext.211 [DocumentImaging@icico.com](mailto:DocumentImaging@icico.com)





## SOLUTIONS THAT CAN WORK WITH YOUR NEEDS.

Whether you need all of your records digitized or you want to take your paper to digital on a scheduled basis, we can work with you to find what suits your need.

We pride ourselves on giving you top service. That's not just a figure of speech to us at ICI. We have won many awards over the years for our service to our clients. Let us show you that service is still important to us and that we will be there to give you what you need.

## RELATIONSHIPS THAT WORK.

We utilize the very best technology in the business to give you a complete solution. The OpenText application is the most widely used of its kind and offers you the ability to view all of your scanned documents when you need them. PSIGEN is the specially designed software that allows us to capture the images of your documents with our industrial Kodak document scanners.

Information Controls, Inc. offers a suite of services that can make business easier. Our time and attendance software integrates with our access control software to eliminate the need for double entry. It seamlessly updates in real time to enable fast action that can change the way you do payroll and building access.

ICI's document imaging division can take care of all your storage needs. Whether you need to store documents or you need them digitized, we can take that next step to help you with your needs.

Our professional services division has an unparalleled reputation for client satisfaction and retention. From the setup to the ongoing service, they are there to help you with our products.

ICI prides itself on being able to help organizations with a variety of needs. Give us a call to see how we can help you!



INFORMATION  
**CONTROLS**  
Document Imaging Division

## ICI RELATIONSHIPS

**OPENTEXT**  
The Content Experts™

 PSIGEN software inc.  
the science of document capture

**Kodak alaris**

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Document Imaging

Access Control

Human Capital Management

Professional Services