

News Release

The Personnel Office of Graubünden digitises its personnel files

The scanning and information management specialist Arcplace has digitised around 3,700 old paper personnel files for the Graubünden Personnel Office.

Zurich, March 27, 2014

The Personnel Office of the Canton of Graubünden manages HR for all service locations of the Cantonal Administration as an inter-departmental office. Following the introduction of a new electronic personnel information system, the central service office was faced with the question of what to do with the 3,700 paper personnel files in their archive. The solution was provided by the scanning and information management specialist Arcplace from Zurich with its efficient and flexible on-site scanning service. Thanks to digitisation of the files, the office can now respond more quickly and also improve the quality of its function as a central competence and service centre.

On-site scanning – ideal for confidential information

The Arcplace team developed a detailed process for digitally recording the old personnel files together with the responsible people at the Personnel Office. A decision was made to which records were to be scanned and also how the generated PDFs were to be indexed, in order to ensure they could be stored logically in the system.

The on-site scanning service of Arcplace covered the entire process, from the manual retrieval of documents, which had been pre-defined by the Personnel Office, to scanning with quality controls, indexing and handover of the PDF files, as well as reporting. While working through the archive, older documents with a different document structure were found, duplicates and incomplete files were identified, which were then updated and optimised during digitisation. The actual digitisation process was completed using a high-performance scanning infrastructure, which was installed by Arcplace in one of the offices of the Personnel Office.

Efficient processes and better service

Thanks to the scanning service of Arcplace, the Canton of Graubünden Personnel Office was able to digitise the 3,700 old paper personnel files in an extremely short amount of time, making them available for use in the new electronic personal information system. Personal information can now be retrieved very quickly in the system based on personnel number, first name, surname, employment status, document type and other criteria.

The full service provided by Arcplace meant the comprehensive overhaul of the archive could be completed during daily business, without drawing upon the resources of the Personnel Office. Project Manager Magnus Oeschger, Head of Employment Law in the Personnel Office of the Canton of Graubünden, draws a positive conclusion: "We are very satisfied with the result, the specialists from Arcplace got the project on track professionally and brought it to a conclusion quickly with a great deal of precision."

About Arcplace

Swiss company Arcplace AG is a specialized IT service provider in the information management and archiving industry. Arcplace's portfolio includes solutions for the scanning, management and archiving of documents as well as the protection and archiving of data. By combining the latest technologies with innovative service models like Managed Services, Cloud Services or Business Process Outsourcing, Arcplace can provide optimal solutions for companies of any size.

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Since its founding in 2006, Arcplace has implemented solutions for more than 700 customers across a wide range of sectors. Arcplace is a privately owned and independent company with a professional team of specialists, which boasts a wealth of experience in the development, implementation and operation of IT solutions. Arcplace offers its services via data centers located in Switzerland and is certified to the ISO 27001 standard for information security.

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