

**Your complete digital  
document solution**





**Digital  
closed  
matter file  
archiving**



# ScanLegal: here to help you fulfil your Closed Matter File Policy Procedure.

By professionals, for professionals.

Introducing ScanLegal; the Digital Closed Matter File solution that says goodbye to physical closed matter file archives.

The result of our relationships with the region's most forward-thinking law firms, ScanLegal solves the problems that firms like you have told us arise from the SRA imposed Closed Matter File Policy.

Paying for outsourced file storage? Renting additional storage capacity? Losing office space to closed file archives? All of this becomes a thing of the past with ScanLegal.

Plus, with authorised user access gained in seconds rather than days, our digital solution makes retrieving closed matter files more efficient than ever before.

Futureproof your firm, reduce costs and save valuable time – start your ScanLegal journey today.



## Get ahead. Get ScanLegal.

Is your firm looking to innovate and implement technology to stay abreast of the digital world? Our Scan Bureau facility helps you do just that, whilst taking steps to help you fulfil your Closed Matter File Procedure Policy obligations.

Fully programmed to convert, index and upload physical files into a digital archive, our Scan Bureau manages the complete digital conversion process for you.

We'll collect and prepare your files, then scan, upload and index in line with your specific requirements.

Most importantly of all:

- ScanLegal staff are DBS checked and data compliant
- ScanLegal is fully insured
- ScanLegal delivers certified, secure file destruction

We're proud that some of the region's leading firms trust ScanLegal. You can see them opposite.





# We will collect all of your documents

No need to worry about needing to deliver your documents to us, our friendly team will collect your legal files



# Fully safe. Fully secure.

Data security is of the utmost importance for you, and us. That's why we've taken all the necessary steps to ensure that, once we've created your digital archives, access to them is regulated, safe and secure.

The data stored in our document management system is fully encrypted, offering exceptionally safe and secure storage that can be hosted on your own server or using a cloud facility.

For your additional peace of mind, all your documents are deleted from ScanLegal's server 14 days after they have been converted to digital.



**CONVERT FILES  
TO DIGITAL**



**SPECIALISTS  
IN LEGAL DOCS**



**SECURE ENCRYPTED  
STORAGE**



**REDUCE  
COSTS**





## Easy navigation, instant retrieval

Retrieving closed matter files and getting them to the desk of the solicitor that needs them can take days. Until now.

ScanLegal brings closed matter file location into the 21st century, using a fully text searchable system for speedy file navigation and instant retrieval.

There's the option to add documents if required, with a full version history of the file stored on the system.

What's more, file access is managed based on user profiles, delivering total security and peace of mind.

We understand the Closed Matter File Procedure Policy, and we're here to help you fulfil it.





Search: **Scan Legal**

2 College Court, College Road,  
Gildersome, Morley, LS27 7WF

Email: **info@scanlegal.co.uk**  
Tel: **01924 201 737**

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