



How Laserfiche Works for Trustworthy, Transparent Electronic Document Preservation

- Capture, process, store and access information from multiple content formats
- Preserve information in non-proprietary, trustworthy formats
- Ensure document integrity and eliminate document tampering with VERS-certified solutions

From DoD 5015.2-certification with Microsoft SharePoint to Victorian Electronic Records Standard (VERS) certification, Laserfiche takes evolving electronic document standards seriously. As standards change—in terms of compliance, format, organization and preservation—Laserfiche stays current on the newest specifications while ensuring long-term security and accessibility of archived information.

Because content formats vary across industries, the Laserfiche enterprise content management (ECM) software suite is equipped to capture, process, store and access information from multiple content formats including paper documents, emails, electronic documents, images, PDFs, video and more.

TIFF: THE PREFERRED STANDARD

Tagged Image File Format (TIFF) is Laserfiche's preferred format for electronic content management. Most state and local entities and software developers of records management applications have also selected TIFF as an archival standard, making it an extremely familiar format across many different industries.

By using TIFF, Laserfiche is steadfast in safeguarding the long-lasting and non-proprietary nature of digital records. Customers who archived their documents in Laserfiche 20 years ago can still access them today. And as new ways of retrieving and viewing content arise—including smartphones, tablets, Web applications and collaboration portals—the device-friendly nature of the TIFF format ensures mobility of information across multiple devices and operating systems. Because TIFF

was originally designed as a standard scanned image file format, preserving digital content in TIFF offers multiple benefits, including:

- Widespread support by a variety of applications including scanning, publishing, page layout, word processing, optical character recognition (OCR) and image-manipulation programs.
- Read-only storage and encryption that offer extra security and mitigate unauthorized access.
- Ability to render as browser- and network bandwidth-friendly PNG files.
- LZW lossless data-compression which allows the image to be edited and re-saved without losing quality.
- A flexible set of information fields, or tags, that allows almost any information to accompany the TIFF image. (Note that best practice does not allow the storage of metadata in the TIFF header through the use of proprietary tags.)
- A wide range of color spaces—specified in dedicated tags—and compression schemes.
- Full support for grayscale, palette color and RGB full-color images.
- Ability to save multi-page documents to a single TIFF file.

Long-term preservation of information is critical—particularly when a wealth of information must be securely and indefinitely stored in an ECM system. Since the capabilities of the TIFF format make it compatible

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with multiple line-of-business applications, reliable long-term usability of documents, whether alone or with other programs, is guaranteed. Using a TIFF format as a standard for ECM ensures streamlined content management solutions now and in the future.

SUPPORT MULTIPLE CONTENT FORMATS

Although TIFF is Laserfiche's preferred file format for trustworthy data preservation, because organizations may prefer other formats, Laserfiche supports multiple file types.

- **Portable Document Format (PDF):** Laserfiche supports PDF and PDF/A, the PDF format for long-term archiving, and can import, export or e-mail these files. Files are often scanned into Laserfiche using TIFF format, and, if preferred, can be converted to PDF for export.
- **Electronic Files:** Laserfiche supports electronic files including BMP, GIF, JPG, PCX, PNG and TXT files.
- **Microsoft Office® Files:** Microsoft Office files (including Word documents, Excel spreadsheets, PowerPoint slides and Outlook message files) can be stored in a Laserfiche repository by either importing them within the Client, or by saving the file directly to Laserfiche from within Office or Windows.

GUARANTEE LONG-TERM ELECTRONIC PRESERVATION

To ensure long-term preservation of documents and public records, the Australian government has developed a stringent set of standards for document management, which includes the Victorian Electronic Records Strategy (VERS). Due to its rigorous testing process, VERS has become the worldwide standard for electronic data reservation. As a VERS-compliant solution, Laserfiche:

- **Ensures document integrity** with digital signature support for both documents and briefcases.
- **Eliminates document tampering** with a number of tamper-protection features including volume data hashing and audit log tamper protection.
- **Guarantees long-term and cost-effective preservation** with VERS Encapsulated Objects (VEOs) that contain both the record content and its metadata.



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