

## What is DocuWare?

1. Think of DocuWare as a virtual version of your physical desk inbox and/or file cabinets but much easier to search
2. DocuWare has Workflows, Email Notifications, and Task Lists help avoid the interoffice paper shuffle
3. DocuWare can help streamline scanning, sorting, storing, and indexing through use of Templates for Common Document Types
4. If you have boxes, boxes, and oh yeah boxes of paper files that are required to be kept according to the [record management, retention, and destruction](#) policy we can work with our copier vendor to scan the files to then be loaded into DocuWare

## How do I know if DocuWare is the right tool?

1. First determine if the document is required to be kept according to the [record management, retention, and destruction](#) policy
  1. If you don't need to keep it consider shredding the document
2. Second determine if the document is better off simply being scanned to either G or H drives
  1. If you only have a small number of documents that need to be kept short term or according to the [record management, retention, and destruction](#) policy, then G or H drives might be the easiest method
3. Lastly, if you have a lot of documents that need to be referenced 1x-2x a year and they must be kept according to the [record management, retention, and destruction](#) policy, then putting them in a bankers box and storing them at ARKIVE might be a good option

Watch this short YouTube video to learn more about DocuWare.

[https://www.youtube.com/watch?v=AQ\\_UiWds9IE](https://www.youtube.com/watch?v=AQ_UiWds9IE)