



Secure and protect the paperwork of your legal business with a proven leader.

Having and maintaining document management is especially critical for law firms. Information Controls can save you time, energy, and stress by providing you with economical and reliable services.

Whether you need documents archived, digitized, and/or stored, we will put our experience and award-winning service to work for you.

EXPERIENCE THAT MATTERS.

We have been helping our clients with their document processing for over 30 years. Once we digitize your documents, our software tools can allow your key staff access to those records. Let us show you how we can make your archived files work for you more effectively.

WORKING TO EXCEED YOUR EXPECTATIONS.

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 legal businesses.

Customizing your solution



Exploration: We take the time to learn about how you use your documents to make sure our solutions fit your needs.



Indexing: Next, your documents are organized according to set the groundwork for a logical retrieval plan.



Scan, extract, save: Your documents then go through the scanning process using Optical Character Recognition (OCR) and are saved into searchable documents.



Import into software: Now, you can use eDiscovery to aid in searching documents for more efficient use of time.

Document access process



We offer document preparation services that so you need to invest little or no time to begin.



Once scanned, your files are on the cloud.



Now, your documents are securely stored electronically.



Our software allows you to designate levels of access, providing you freedom to assign various levels within your system.

(815) 484-2100 ext.211 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 create a schedule that suits your needs. At Information Controls, we know actions speak louder than words. Our service award-winning service shows we're serious about helping our clients.

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 organized, scanned documents. PSIGEN is the specially designed software that allows us to capture the images of your documents with our industrial Kodak document scanners.

STORE WITH CONFIDENCE

Storing your documents safely and securely is the key to how we are different than other storage options. Our facilities climate controlled, monitored for security, and easy to access. In addition to all that, we are members of 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.



OPENTEXT
The Content Experts™

ICI RELATIONSHIPS



PSIGEN software inc.
the science of document capture

Kodak alaris



Document Imaging

Access Control

Human Capital Management

Professional Services

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