



Imaging Office Systems expands again, adding File Management Services

Columbia City, IN – Sep 01, 2011 – Imaging Office Systems, Inc. (IOS) is a leading provider of content management systems, scanning and data capture, systems integration, and custom software development announced today that it purchased the assets of Document Management Solutions (DMS), a privately held local document storage company. DMS provides document and file management services including off-site records storage, expedited retrievals, and CRM consulting services.

This acquisition is consistent with IOS' strategy to complement their core business. Adding DMS's proven capabilities and 16 years' experience in hard copy storage elevates IOS to be considered uniquely qualified in allowing their clients to be truly paperless.

This complete solution loop is now possible as IOS combines its volume scanning and high end imaging software offerings and integrations for handling day forward documents with this new storage option for longer term retention requirements.

Using the unique DMS model, IOS will continue to provide clients with their own storage bays so their records stay together, separate and apart from any other clients. Russ Bassett cabinets designed for archiving special formats, allow IOS to accommodate permanent storage for microfilm, microfiche, aperture cards, engineering drawings and roll or flat drawings.

Customers will continue to make file requests and even view them without ever leaving their desks via a secure internet interface. Requests for archived records that used to take days are completed in hours or less, if required. IOS is excited about these new services as they stay true to their focus on content management.

Imaging Office Systems, Inc. (IOS)

Deriving 100% of its revenue from content management, IOS has installed over 600 imaging systems in the Midwest. In addition to document management solutions from its partners Hyland, EMC, PSIGen, Canon, FileBound, and Fujitsu, IOS has an in-house Professional Services Group that performs system integrations and conversion, workflow and custom programming. With its multiple facilities IOS is also one of the largest document conversion service bureaus in the United States converting more than 5 million pages a month.

Document Management Solutions, Inc. (DMS)

DMS was originally opened by Tom Martin in Anderson Indiana in 1989 as the Midwest Microfilm Conversion Center for by Bell & Howell. In 1995, Tom purchased the facility and created Document Management Solutions. Since then, Tom expanded the business to include paper and electronic

document storage and retrieval, and scanning services. DMS used their vast industry experience to provide their clients with the best possible combination of storage, protection, and fast availability of documents. Like IOS, DMS had a single core competency and that was content management.

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