

## Document Retrieval Costs

The average employee spends **20-40%** of their time searching for documents manually. - *Coopers and Lybrand*

The average company spends **\$24-\$60 per day on each employee** in document retrieval costs  
(Assuming that 20-50% of employee time is spent searching for documents, and the average employee wage is \$15)

**For a year containing 239 work days, a company with 10 employees will spend: \$57,360 - \$143,400 per year on document retrieval (or nearly \$4,780 - \$11,950 per month)!**

Professionals spend **50%** of their time searching for information, and take **18 minutes**, on average, to locate each document. - *Gartner Research*

U.S. based companies spend **\$25 to \$35 billion** processing (filing, storing, retrieving) paper files. - *IDC*

## Filing and Storage Costs

It costs **\$25,000** per year to fill a four-drawer file cabinet, and **\$2,160** per year to maintain it. - *Orfal, Harkey & Edwards*

A single file cabinet will cost a company **more than \$40,000** to fill & maintain for 7 years  
(Assuming the cost to fill a file cabinet is \$25,000/year, and the cost to maintain it is \$2,160/year... 7 years is a common retention period)

**A company with 10 file cabinets, maintained for 7 years, will spend: More than \$400,000 to fill, house, and maintain 10 cabinets for 7 years (That's nearly \$60,000 per year for 10 file cabinets)!**

The average office worker maintains **20,000 pieces of paper** annually. - *Coopers and Lybrand*

According to the National Average, the space occupied by a single file cabinet, costs businesses more than **\$250 per year**

U.S. companies spend approximately **\$20** in labor to file a single document. - *Coopers and Lybrand*

On average, more than **15%** of office space is utilized to store paper documents. - *AIIIM*

## Lost Information and Productivity

U.S. companies spend approximately **\$120** in labor to find a misfiled document, and **\$220** to reproduce a lost document. - *Coopers and Lybrand*

The average company loses **\$14,000 per year on each employee** in lost productivity costs  
(According to IDC, inability to find information costs businesses \$14,000/year/employee in lost productivity)

**A company with 10 employees will spend: \$140,000 per year on lost productivity (or nearly \$12,000 per month)!**

Companies misfile up to **20%** of their records. - *ARMA International*

**7%** of all documents generated, are lost. - *Coopers and Lybrand*

**25%** of misfiled documents will never be located. - *DataPro/Gartner Group*



## WE CAN HELP!

7508 POST OFFICE PARK, WILBRAHAM, MA 01095  
OFFICE: 413.279.1701 | MOBILE: 413.949.1513  
WEB: WWW.PROSCANSOLUTIONS.COM