

Document Scanning and Digitisation Services

Turn paper archives into secure, searchable digital records.

Our End-to-End Digitisation Process

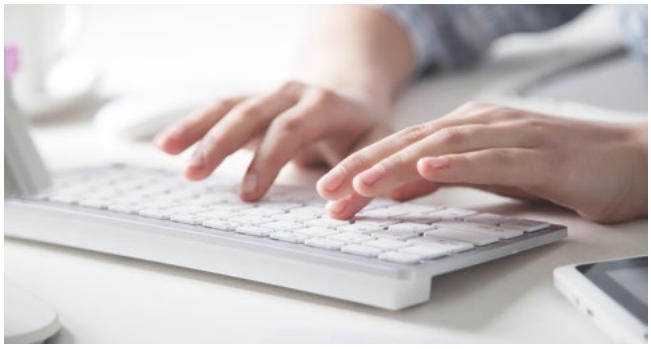
Toshiba manages the entire digitisation process—from collection and preparation through to scanning, indexing and digital delivery.

We work closely with your organisation to ensure documents are securely handled and converted into high-quality digital records that support long-term information management.



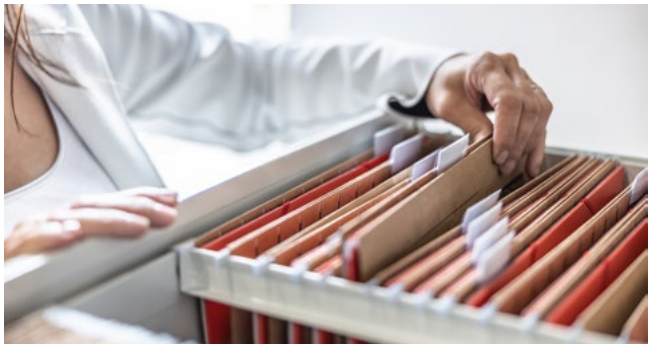
Collection

Our specially trained, vetted staff collect your paper documents and transport them safely to one of our secure Australian production facilities.



Conversion

Your documents are converted into searchable PDF/A format, or to National Archives standard for long-term retention, with indexing applied to make retrieval and cataloguing straightforward.



Preparation

Covered under our fully inclusive rate, document preparation takes care of everything—removing staples, paperclips and notes, and unbinding files—so records arrive at the scanner ready for conversion.



Archiving & Delivery

Your approved digital records are archived to the platform of your choice—delivered directly into your own document management system, such as SharePoint or ELO, or hosted securely on our archiving platform. We confirm your preferred destination with you before delivery, so records land exactly where your teams work.



Scanning

Using high-speed, state-of-the-art scanners, we digitise your files with precision—capturing every piece of information and detail required for a thorough digital archive.



Document Destruction

After reviewing and approving your digital archive, you can choose to have your original documents returned, or opt for our secure destruction service—giving you confidence that physical records are properly disposed of.

www.toshiba-business.com.au

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Toshiba Tec Group Philosophy

Creating with You