

# Westchester Arc Document Management Business

## ***Clients (Partial List)***

### Government Clients

- ✓ City of New Rochelle NY
- ✓ Dutchess County Surrogate's Court
- ✓ Morrisania Neighborhood Family Care Center, Bronx NY
- ✓ Mount Vernon City Court
- ✓ Nassau County District Court
- ✓ Nassau County Surrogate's Court
- ✓ New York Medical College
- ✓ New York State Department of Transportation
- ✓ NYS Division of Housing and Community Renewal
- ✓ New York State Office of Court Administration
- ✓ Peekskill City Court
- ✓ Pilgrim Psychiatric Center, West Brentwood NY
- ✓ Poughkeepsie City Court
- ✓ Rockland County Surrogate's Court
- ✓ Taconic DDSO, Wassaic NY
- ✓ Town of Lewisboro, NY
- ✓ Westchester County Family Courts
- ✓ Westchester County Medical Center
- ✓ Westchester County Surrogate's Court
- ✓ White Plains City Court

### Corporate Clients

- ✓ Boies, Schiller Flexner, LLP, Armonk NY
- ✓ Diversified Investment Advisors, Purchase NY
- ✓ Hymes and Company CPA, Bronxville NY
- ✓ MasterCard International, Purchase NY
- ✓ Maier Markey & Menashi LLP, White Plains NY
- ✓ MBIA, Armonk NY



**For More Information Contact:**

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*The Electronic Document Company of New York*

## Westchester Arc Document Management Business



Westchester Arc is a Chapter of NYSARC and a United Way Agency  
Westchester Arc is a 501C (3) Tax Exempt Agency

**www.eDocNY.com**



**Building on 15 years of document management experience, Westchester Arc recently launched eDocNY. With the addition of state-of-the art scanning and digitizing technology, eDocNY offers solutions that address the entire document life cycle.**

Westchester Arc, the largest agency in the county serving the lifelong needs of people with developmental disabilities, has grown to be a successful \$40-plus million enterprise with over six hundred employees, *servicing more than 1,600 children and adults and their families.*

To enable people with disabilities to learn and master employment related skills, Westchester Arc invests in teaching eligible consumers the latest techniques in alpha/numeric filing, sorting, mail handling, word processing, data entry, photocopying, answering telephone, taking messages, greeting visitors, faxing, *scanning, etc.*

As a result of the training received, Westchester Arc Employment Services is able to provide qualified flexible-shift skilled employees for retail, stock, maintenance, food service, shipping/receiving, mailroom, data entry, clerical, **Document Management** to both businesses and governmental agencies in the area.

*Westchester Arc qualifies as a preferred source under Section 162 of the New York State Finance Law to supply goods and services to New York State agencies, political subdivisions, and public benefit corporations.*

## **Document Management Offerings**



### **Document Scanning**

- Bitonal, Grayscale, Color Imaging
- TIFF / JPEG / PDF Formats
- CD / DVD / External Drives Delivery
- Architectural / Wide Format Scanning



### **Document Microfilming**

- Over 20 Years of Experience
- Preferred Source for NYS Courts
- Planetary and Rotary Camera
- Microfilm or Microfiche



### **Box Storage and Retrieval**

- 2 Westchester County Locations
- Over 17,000 sq ft Secured Storage
- Bar Code Control
- Internet Retrieval



### **Off-Site Document Destruction**

- Free Pick Up of Boxes
- Mount Kisco Destruction Center
- Cross Cut Shredding
- Certificate of Destruction Provided