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Please send your comments via email to [SteveGilheany@ArchiveBuilders.com](mailto:SteveGilheany@ArchiveBuilders.com). Tel: +1 (310) 937-7000. Fax: (310) 937-7001. Also, please let us know where you saw this article.

#### **Acknowledgements**

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### *Note to Editors*

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We will continue to update these articles as we get comments. Please contact us for the most current version before you publish. Also, please request

permission to publish the article. Permission will be given freely for most purposes.

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#### **Bio**

Steve Gilheany, BA in Computer Science, MBA, MLS Specialization in Information Science, CDIA (Certified Document Imaging System Architect), AIIM Maser, and AIIM Laureate, of Information Technologies, CRM (Certified Records Manager, ARMA) has twenty years experience in document imaging and is a Sr. Systems Engineer at Archive Builders.

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Steve Gilheany is a Sr. Systems Engineer at Archive Builders. He has worked in digital document management and document imaging for twenty years.

His experience in the application of document management and document imaging in industry includes: aerospace, banking, manufacturing, natural resources, petroleum refining, transportation, energy, federal, state, and local government, civil engineering, utilities, entertainment, commercial records centers, archives, non-profit development, education, and administrative, engineering, production, legal, and medical records management. At the same time, he has worked in product management for hypertext, for windows based user interface systems, for computer displays,

for engineering drawing, letter size, microform, and color scanning, and for xerographic, photographic, newspaper, engineering drawing, and color printing.

In addition, he has nine years of experience in data center operations and database and computer communications systems design, programming, testing, and software configuration management. He has an MLS Specialization in Information Science and an MBA with a concentration in Computer and Information Systems from UCLA, a California Adult Education teaching credential, and a BA in Computer Science from the University of Wisconsin at Madison. His industry certifications include: the CDIA (Certified Document Imaging System Architect) and the AIIM Master (MIT), and AIIM Laureate (LIT), of Information Technologies (from AIIM International, the Association of Information and Image Management, [www.AIIM.org](http://www.AIIM.org)), and the CRM (Certified Records Manager) (from the ICRM, the Institute of Certified Records Managers, the official certifying body for ARMA International, the Association of Records Managers and Administrators, [www.ARMA.org](http://www.ARMA.org)).

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