

# Sanctum Documents

Archive Remediation and Document Digitization

A Service of StratElite Holdings LLC | Cedar Park, TX

Service-Disabled Veteran-Owned Business (SDVOSB)

## What We Do

Sanctum Documents provides professional archive remediation and digitization services for law firms, litigation support firms, estate attorneys, insurance carriers, and businesses managing legacy document collections. We specialize in the work most scanning operations decline: deteriorated files, mixed media collections, heavily fastened documents, fragile materials, and multi-format archives requiring hands-on preparation before digitization can begin. We do not operate a production line. Every engagement receives dedicated staffing, documented chain of custody, and structured output built for legal and professional use.

## Services

### Document Preparation

Fastener and adhesive removal, page flattening, fragile item separation. Logged by container. Billed as a distinct engagement phase.

### Digital Media Extraction

CD, DVD, USB, and legacy media extraction. Mixed content sorted by file type. Recovery available for damaged discs. Deposition video transcription available.

### Scanning and OCR

Flatbed and sheet-fed capture at resolution appropriate to material type. OCR applied for fully searchable PDF output. Mixed sizes handled.

### Structured Delivery

Output organized by container, matter, or entity. Index file included. Consistent naming convention. Delivered to Dropbox, SharePoint, or agreed platform.

## Who We Serve

### Law Firms and Litigation Support

Backfile conversions, case archive digitization, deposition and exhibit processing.

### Estate and Probate Attorneys

Legacy personal and business records, mixed-condition family document collections, time-sensitive probate deadlines.

### Government Agencies and Enterprises

Administrative records modernization, compliance-driven digitization, SDVOSB set-aside eligible engagements.

## Engagement Structure and Pricing

Engagement Type	Price	Scope
Condition Assessment	\$250 to \$500	Paid inspection before any work begins. Credited toward engagement if client proceeds.

Discovery Engagement	\$1,500 to \$2,500	One to two containers or pilot batch. Same standards as full production. Credited toward full engagement.
Full Production	\$5,000 minimum	Complete archive remediation, scanning, OCR, indexing, and structured delivery.
Enterprise / Custom Ongoing	Custom	Multi-batch, priority scheduling, dedicated contact.
Federal (SDVOSB)	Per RFQ/RFP	Via federal contracting vehicle. SAM.gov registered. Set-aside eligible.

## Why Sanctum Documents

### Service-Disabled Veteran-Owned

SDVOSB certified. Military discipline and accountability applied to every engagement.

### Serious Chain of Custody

Pickup, intake, handling, and disposition follow a documented chain of custody so you can show who had what, when, and how it was handled at each step.

### Governance-First

Built for regulated, scrutinized environments. The goal is a defensible archive that holds up under review.

### Built to Integrate

Deliverables are structured so they can be absorbed into case management, document management, and records systems.