

RECORD CENTER PACKAGES



- Add On Services**
- 1. Records Inventory
 - 2. Shredding
 - 3. Digitization
 - 4. Beyond Use Repository
 - 5. Document conversion/ Scanning/ Cataloguing/ Indexing

FEATURES

Disaster Protection

- Fire detection
- Controlled access
- Pest Control

Security

- 24/7 Surveillance & Monitoring
- Secured Keypad Entry
- Unmarked Facility

Staff

- Continuously trained Records Management Personnel
- Screened Employees who takes Information Security & Confidentiality seriously.

Trust & Reliability

- Procedures in compliance with Privacy & Confidentiality Documented Standard Operating Procedures.

Accessibility

- Centrally located
- Proximity to Fire Services and Police Station.

Facility

- Complete Concrete construction
- Humidity Monitoring
- Seismically Engineered Steel Shelving.