

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



Staff

- Continuously trained RM Personnel
- Screened Employees who takes information security & confidentiality seriously



Security

- 24/7 Surveillance and Monitoring
- Secured keypad entry
- Unmarked facility
- Tracked Delivery Services



Accessibility

- Centrally located
- Proximity to Fire Services and Police Station



Trust & Reliability

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



Facility

- Complete Concrete construction
- Humidity Monitoring
- Climate control
- High Density Shelving
- Seismically Engineered Steel Shelving