





RECORD CENTER PACKAGES



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

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FEATURES



Disaster Protection

- Fire detection
- Non-water based Fire Suppression System
- Controlled access
- Pest Control



Staff

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



Security

- 24/7 Surveillance & Monitoring,
- Secured keypad entry
- Unmarked facility
- Tracked Delivery Services
- Reduced transportation cost.



Technology

- Client user portal access
- Cloud-based barcode System for box tracking
- Barcode labels.



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
- Fire rated doors
- Humidity Monitoring
- Climate control
- High Density Shelving
- Seismically Engineered Steel Shelving.