





**RECORD CENTER PACKAGES**

**PLATINUM**

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

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**FEATURES**



**Disaster Protection**

- Fire detection,
- Non-water based Fire Supression System
- Controlled access
- Pest Control



**Staff**

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



**Security**

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



**Technology**

- Client user portal access
- Scan on demand
- Cloud-based barcode system for box tracking
- Cloud Storage • Media Storage Containers
- 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.