

RECORD CENTER PACKAGES



FEATURES



Disaster Protection

- Fire detection
- 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
- Cloud-based barcode System for box tracking
- Barcode labels

Add On Services

1. Records Inventory
2. Shredding
3. Digitization
4. Beyond Use Repository
5. Document conversion/ Scanning/ Cataloguing/ Indexing



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
- Climate control
- High Density Shelving
- Seismically Engineered Steel Shelving.

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 Chaguanas