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**Important: Regarding Records Management -
please pass to your Business Manager, HR
Manager & Data Protection Officer**

Getting to grips with Records Management #3



For many, Records Management is hard to handle. So, what to do?

If records are **ignored**, the amount of filing grows, space gets taken up & it is really hard to keep everything in order and traceable.

Often, no one wants to tackle the issue and on things go. Does it **matter** though?

Actually, being good at Records Management, or buying in a professional service, **makes sense** for all sorts of reasons.

Modern technology is a game changer & good Records Management is now 'right up there' as a **business priority**.

That interest has seen One West grow, to become one of the **largest** providers of Records Management services in the South West.

Our expertise allows us to work with customers **quickly & effectively**, to solve the Records Management problems they have.

So, what does it all entail & how might you benefit?

1. Collection and storage.

Utilising our all electric vehicles, we move your records to one of our two sites. We have 11.5 Km of racking, with over 800,000 files and around 74,000 boxes already! Your records will be in good company & absolutely safe.

2. Indexing

We have bespoke software, designed by us, to index all of the records we hold. Of the 10 million or so individual sheets of paper we have, we know exactly where & what everything is, all of the time.

3. Retrieval & Scan on Demand

When you want information, retrieval is easy. Mostly our customers want 'Scan on Demand' so we supply as digital images. Largely that is same day & sometimes if needed, within the hour. We can scan up to AO & have fast scan technology, which can handle volume quickly.

4. Retention

We manage retention for our clients. Because records are required to be kept for different lengths of time, we ascribe each record a retention period, ensuring it is right for type. Some records are kept for perpetuity – the oldest ones we have go back to 1602!

We can review & compile retention schedules fit for your organisation.

5. Digitisation

More & more organisations want to get rid of paper and digitise everything. We have the facility to do that. We can also handle microfilm and microfiche, with the ability to turn them into PDF's as part of what is stored for you.

6. Disposal

Many records absolutely have to be disposed of appropriately. We handle confidential waste both with records stored by us & with those on customers own sites.

We are thinking 'green', with our Euro 6 controlled air zone compliant vehicles & by ensuring records are eventually recycled as fresh paper. That's over 23 tons of recycled confidential waste per annum.

If you have a **current** problem with Records Management we would love to help. Equally we will be happy to work with clients at any time in the **future** too.

If you want to know more, feel free to drop **Steve Debruin** a line for a chat. You can get him via Steve_Debruin@bathnes.gov.uk



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