



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

**Are things in a bit of a mess with
Records management?**



For many, Records Management is difficult to keep on top of. So, what to do?

Most usually 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 it doesn't get done. Things get shoved into rooms where there is space & on it goes. Does it **matter** though?

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

Modern technology has introduced new possibilities & good Records Management is now 'right up there' as a **business priority**, basically because it's recognised it contributes so strongly to **efficiency** and helps keep organisations on the right side of **legal requirements**.

This 'wake up call' has seen One West grow, and provide excellent Records Management services for many clients in the South West.

However **bad** the situation and whatever the **volume** we can sort it out.

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

Once done we '**future proof**' those who work with us to allow further storage and retrieval on demand.

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 size 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!

Working off the back of what you have 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.

Also to note 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



Our mailing address is:

One_West@bathnes.gov.uk

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