

Records Management

Ensuring the safety and security of your business information



Archiving files and business documentation takes time and resources. TIMG helps to solve this with secure and efficient off-site storage solutions for your physical files and document boxes. Matched with our advanced yet user-friendly software, you can access your complete inventory online to easily catalogue, retrieve, digitise and destroy your documents on demand.

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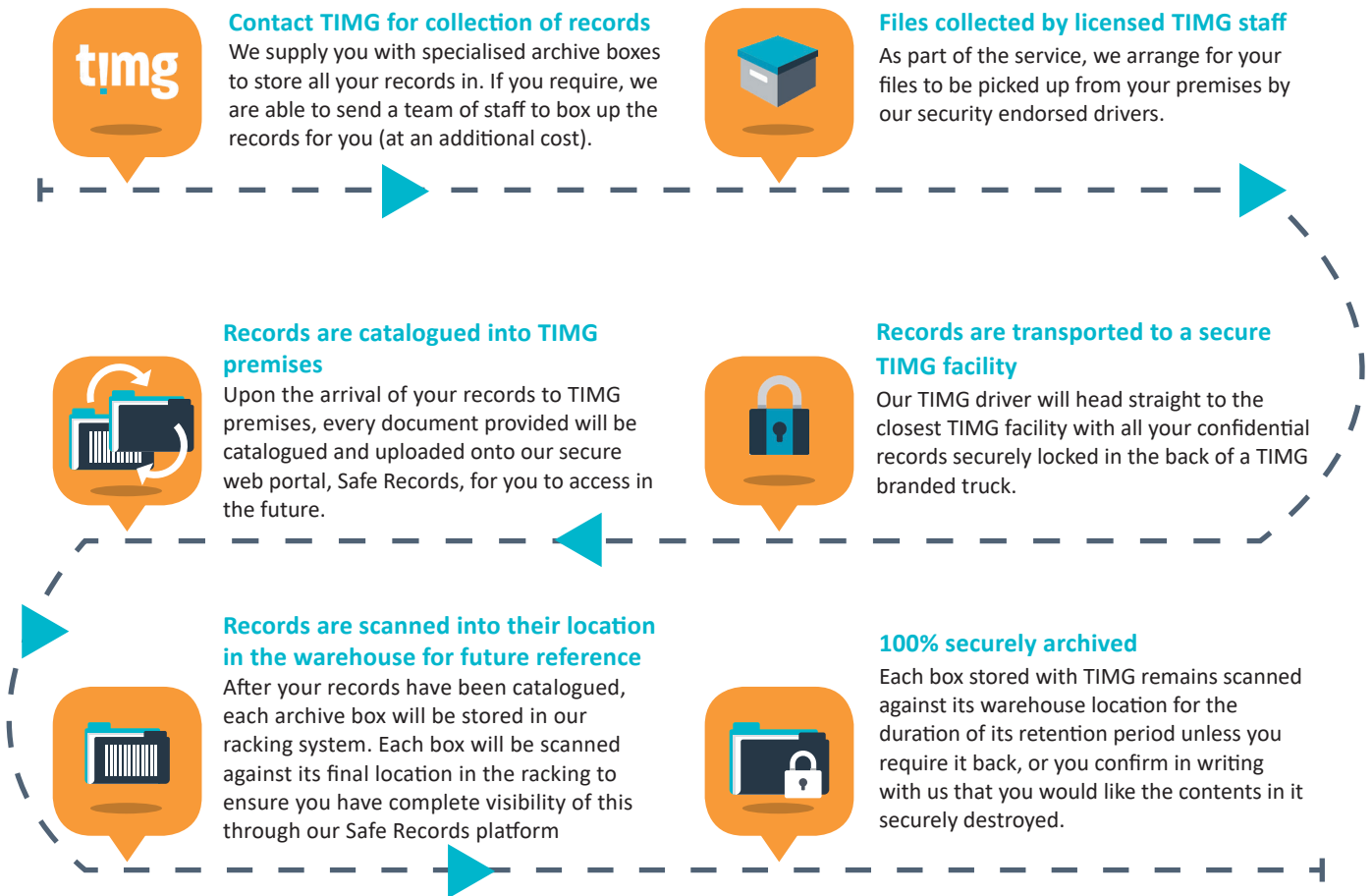
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THE INFORMATION MANAGEMENT GROUP



How does TIMG's records management solution work?



The TIMG solution

- Provides utmost security
- Frees up your space and time
- Eliminates the hassle of onsite archiving
- Enables the lifetime cost of file retention to be recovered at the onset of enrolment fees

What's in it for you?

- Future-proofing your business by becoming light on paper
- Immediate elimination of space problems and operational hassles with managing of files
- Freeing of staff time
- A better, more efficient business
- Safe and secure custody of your valuable information

TIMG guarantees files are:

- Securely stored
- Precisely tracked
- Available on demand
- Accessible 24/7 access online

Safe Records

TIMG's bespoke secure web-based software package, Safe Records, provides a full suite of records management tools to manage the ongoing access, retention and disposal of records held offsite. This software encompasses the latest in barcode-controlled inventory technology to ensure absolute accuracy in tracking the movement of all records under our control.

Experience the future of information today, through people who understand and products that solve.

Contact us today for a free, no-obligation consultation or review of your current situation.

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**TRANSFORM, MANAGE or DESTROY
your information with**

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