



THE INFORMATION MANAGEMENT GROUP



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.

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 off site. This software encompasses the latest in bar code-controlled inventory technology to ensure absolute accuracy in tracking the movement of all records under our control.

The TIMG solution

- Provides utmost security
- Frees up your space and time
- Eliminates the hassle of on site archiving
- Enables the lifetime cost of file retention to be recovered at the onset of enrollment fee

What's in it for you?

- Future-proofing your business by becoming light on paper
- Immediate elimination of space problems and operational hassles of managing files
- A better, more efficient business
- Safe and secure custody of your valuable information
- Accessible 24/7 online

HOW DOES TIMG'S RECORDS MANAGEMENT SOLUTION WORK?

1 Contact TIMG for collection of records

We supply you with specialised archive boxes to store all your records in. If you require, we are able to send a team of staff to box up the records for you [at an additional cost].

2 Files collected by licensed TIMG staff

As part of the service, we arrange for your files to be picked up from your premises by our security endorsed drivers.

3 Records are transported to a secure TIMG facility

Our TIMG driver will head straight to the closet TIMG facility with all your confidential records securely locked in the back of a TIMG branded truck.

4 Records are catalogued into TIMG premises

Upon the arrival of your records to our TIMG premises, every document provided will be catalogued and uploaded onto our secure web portal, SAFE Records, for you to access in the future.

5 Records are scanned into their location in the warehouse for future reference

After your records have been catalogued, each archive box will be stored in our racking system. Each box will be scanned against its final location in the racking to ensure you have complete visibility of this through our SAFE Records platform.

6 100% securely archived

Each box stored at TIMG remains scanned against its warehouse location for the duration of its retention period unless you require it back, or you confirm in writing with us that you would like the contents in it securely destroyed.

 timg.co.nz

 0800 SECURITY

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