

DOCUMENT MANAGEMENT

DRS understands the vital importance of correct document storage. In fact, we've built an excellent reputation for our high levels of security and confidentiality, coupled with our combination of traditional document storage and retrieval, and digital innovation. We cover the country with our network of storage sites, and many years of experience have helped us develop a portfolio of services to suit all sectors, from Central Government and the NHS to Local Government and the private sector.

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DRS ENVIRONMENTAL POLICY 2009 - 2010

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DRS CUSTOMER CARE POLICY 2009 - 2010

DOCUMENT STORAGE

- * Highly secure environmentally controlled warehouses, racked to British Standards and protected by CCTV, alarms and smoke detectors
- * Bar-code driven storage management to box and document levels
- * Document On-line System for stock management and instant reporting
- * End to end bar-code tracking on all material
- * National coverage of all parts of the UK

DOCUMENT TRANSPORTATION

- * A fleet of over 60 secure and unmarked vans fitted with satellite tracking
- * Traditional retrievals for whole boxes or individual documents
- * Next day and same day emergency retrievals 24/7
- * Hand held scanner technology used for end-to-end tracking
- * 'Scan on Demand' for secure image retrievals from every DRS store
- * Same day cataloguing and 'put away' quality pledge
- * DRS-employed drivers all are security cleared

DOCUMENT SCANNING

- * Bureau scanning for back-scanning and ongoing projects
- * 'Scan on Demand' for same day or next day retrievals
- * 'Digital Mailroom' service for clients' post
- * Images transferred to the DRS Document On-line System entry for access over secure connections, uploaded to client websites or provided on other media such as CD / DVD
- * Digital documents stored for 28 days on our secure servers or held permanently on clients' own dedicated space

DOCUMENT ON-LINE

“THE ONLINE SYSTEM IS A POWERFUL TOOL, YET SO SIMPLE TO USE. FOR THE FIRST TIME WE HAVE TOTAL CONTROL OF OUR OFF-SITE DOCUMENTS.”

- * Highly secure Document On-line System provides client access for service requests and stock management
- * Full reference and description information with dates and current status
- * Dynamic client update facility for certain fields, i.e. action/destruction date

DOCUMENT DESTRUCTION

- * Secure, on-site and UKSSA-approved using multi-cut
- * Quality driven and environmentally controlled process with recycling
- * Certificate of Destruction with inventory audit trail
- * On-line retention management



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Your data is in safe hands