



Records Solutions

(A business of Kramenna Pty Ltd ATF the Kramenna Trust)

Capability Statement

“Helping Manage Information Effectively”

Our Services

- ✓ **Records & Information Management Consulting**
- ✓ **Industry Training**
- ✓ **Records Management Outsourcing**
- ✓ **Archival Project Services**
- ✓ **Staff Placements**



Consulting in:

- ✓ **Electronic and paper based Document & Records Management:**
 - **Systems – selection & implementation**
 - **Business Classification Schemes**
 - **Retention & Disposal Schedules**
 - **Imaging...and more**





Records & Information Management Consulting

Services:

- ✓ **Development of records management strategies**
- ✓ **Business case development**
- ✓ **Functional Requirements Specification**
- ✓ **Business Processes & Workflow analysis**
- ✓ **System feasibility analysis & report**
- ✓ **RFT support & development**
- ✓ **Vendor / product evaluation & selection**
- ✓ **System implementation, training & oversight**



Industry Training

Specialised training provided through Records Solutions provides considerable benefits over competitors, these include but are not limited to:

- ✓ all our training team are Records & Information Management (RIM) professionals with extensive practical experience;
- ✓ we only provide training in our industry areas of high expertise (Records & Information Management.);
- ✓ as RIM practitioners, we understand the challenges that occur in real life environments; and
- ✓ all our trainers hold training and assessment qualifications.



Records Management Outsourcing

Benefits include:

- ✓ Professional management of your records management operations
- ✓ Cost effective and competitive prices
- ✓ Provision of one or a team of specialists
- ✓ Enables you to focus on your core business activities
- ✓ Staff recruitment & development managed externally
- ✓ Highly efficient service provided to your employees
- ✓ Ensure compliance with the legislative requirements
- ✓ Regular communication, guidance and support



Archival Project Services

Benefits include:

- ✓ Professional archival project management
- ✓ Quality cataloguing skills & expert sentencing
- ✓ Knowledge of general and specific disposal schedules
- ✓ Cost effective and competitive prices
- ✓ Ability to evaluate and estimate costs for secondary storage requirements
- ✓ Ensures compliance of your disposal programme



Archival Project Services

Benefits include:

- ✓ Provision of one or a team of archiving specialists
- ✓ Ability to clear obscure storage areas (basements, sheds etc)
- ✓ No interruptions to daily Records Office operations
- ✓ Up to date and easy to find archived records
- ✓ Compliance with the legislative requirements



From
This



To
This



Staff Placements

Benefits include:

- ✓ Specialist placements to the records management industry
- ✓ Access to specialist skills & experienced staff
- ✓ Staff available at multiple levels including Officers, Team Leaders, Managers and Archivists
- ✓ 1 week to 1 year + placements available
- ✓ Staff placement employees receive ongoing training and have access to our company's "bank" of knowledge
- ✓ Regular evaluation of staff by management
- ✓ Cost effective and competitive prices
- ✓ Dedicated client Account Manager





Why Records Solutions?

At Records Solutions we understand the industry, the technology and future trends. We provide value through:

- ✓ **Objectivity:** No vendor affiliations or alliances
- ✓ **Knowledge:** Experience and expertise across a wide variety of business sectors and systems
- ✓ **Cooperation:** We endeavour to provide skills & knowledge transfer to our clients
- ✓ **Commitment:** Dedicated to quality services & solutions

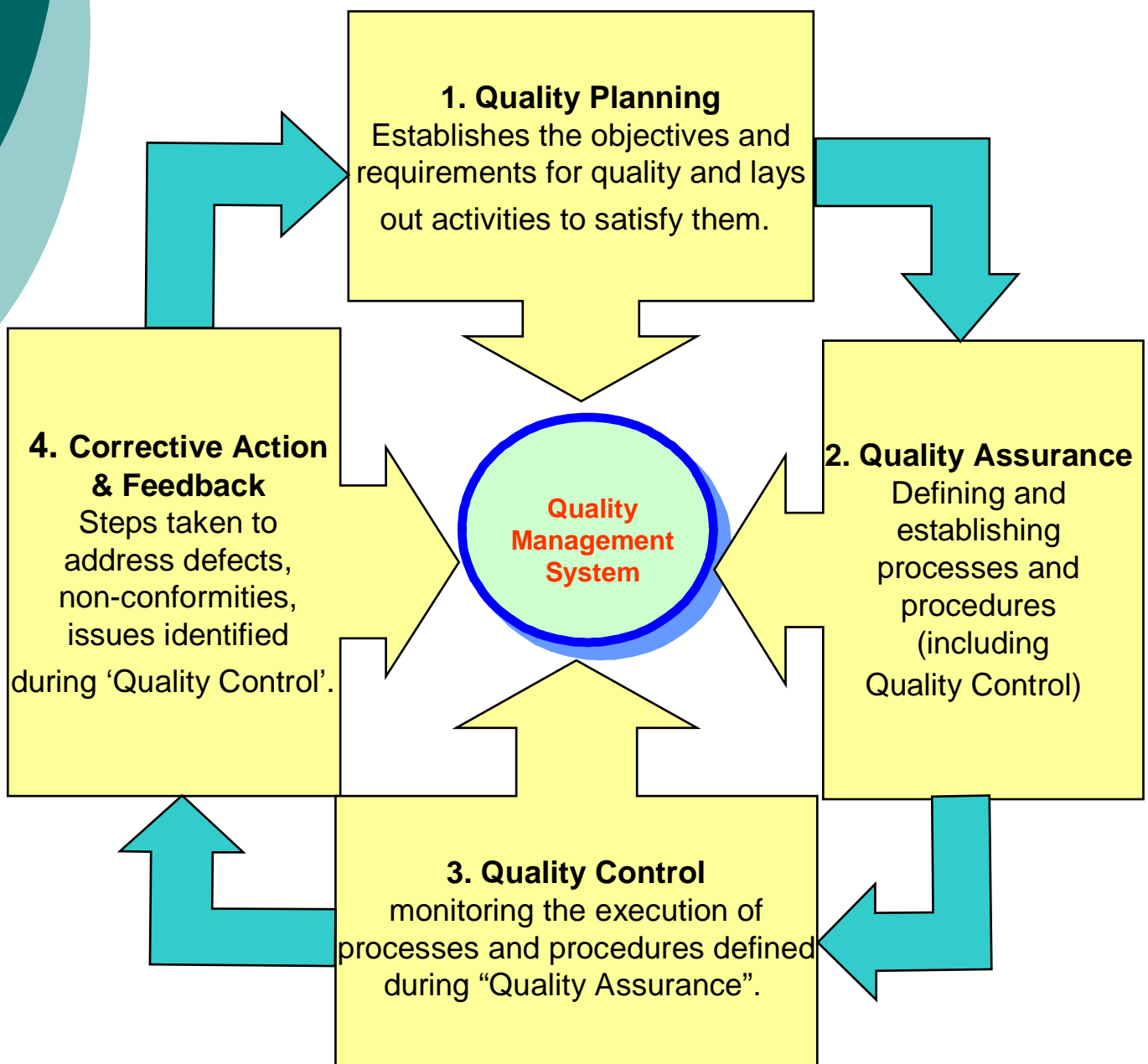


Some of our satisfied clients

- ✓ BHP Billiton
- ✓ Rio Tinto
- ✓ BP Bulwer Island Refinery
- ✓ Blue Scope Steel
- ✓ Lower Murray Water
- ✓ Chief Minister's Dept. Canberra
- ✓ Crimes & Misconduct Commission
- ✓ ENERGEX Qld.
- ✓ Stanwell Corporation Limited
- ✓ Victorian Workcover Authority
- ✓ CS Energy
- ✓ Dept. of Education and the Arts Qld.
- ✓ Yarra City Council
- ✓ Australian Institute of Family Studies
- ✓ Office of the Australian Building & Construction Commissioner
- ✓ State Trustees Limited
- ✓ Chisholm Institute of Technology
- ✓ Moonee Valley City Council
- ✓ Southern Health Network
- ✓ Department of Employment & Training
- ✓ Kingston City Council
- ✓ Stonnington City Council
- ✓ Ipswich City Council
- ✓ Glaxosmithkine Australia
- ✓ Royal Children's Hospital (Melb.)
- ✓ Metropolitan Fire Brigade
- ✓ Toyota Australia
- ✓ Building Control Commission
- ✓ Redland Shire Council
- ✓ Melbourne Docklands Authority Vicurban

The Records Solutions QMS Framework/ Components

All projects operate in accordance with our Quality Management System (QMS)





What's in it for you?

- ✓ **Improved productivity and efficiency**
- ✓ **More complete information for decision makers**
- ✓ **Improved management of records including email**
- ✓ **Improved security of information**
- ✓ **Improved recordkeeping accountability, compliance and corporate governance**
- ✓ **Potential to reduce resource costs**
- ✓ **Reduced risk of litigation**





Why Records Solutions?

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- ✓ **Proven experience**
 - ✓ **Founded by Records Management professionals**
 - ✓ **Privately owned Australian Business**
 - ✓ **Established Public and Private sector client base**
 - ✓ **Product independent**
 - ✓ **Proudly involved with Professional Industry Bodies - RMAA, IIM & others**
 - ✓ **Endorsed supplier**



Contact Us Records Solutions

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