

CASE STUDY

Partnering with Records Solutions means that you're committed to better-than-good information management. You're driven by how your organisation can meet community expectations while also delivering on business needs and balancing your compliance mandates.

Client Industry:	Statutory Authority
Project	Archive Project

The client, who manage water supply catchments, treat and supply drinking and recycled water, remove and treat most of their designated city sewage, and manage catchments, waterways and major drainage systems engaged Records Solutions to conduct a whole of office archive project. This project saw the placement of an Archives/Sentencing officer within the clients' facility to deliver the project.

In summary, the following deliverables were provided:

- Appraise and sentence records using PROV Retention and Disposal Authorities
- Appraise and sentence hardcopy records
- Input metadata into spreadsheets provided by the IM team (indexing)
- Barcode boxes and individual files (when required)
- Prepare boxes of records for transfer to offsite storage
- Provide specialist records and information management advice.