

management. So basically a complete Information Management System consists of more than just IT.

A Records Management system is therefore required to manage these paper documents and filing systems. A Records Management center can either be located on site (think of the basement archives) or off-site in warehouses. The first option brings along the problem of employing people to manage paper and the second option requires a significant amount of Capital Expenditure. The way to avoid these scenarios is to outsource your Records Management. By doing so you can rely on proven procedures and systems and only pay for storage as you need it. In addition, Records Management companies can provide many additional services not readily available in your organization (Scanning & Indexing, Professional Destruction, Reporting, etc).

guidelines, in accordance with British Standards. We can provide this service, or, we can download your information on-line to a server located in our vault. You may wish to organize rotation schedules, either on a daily, weekly or monthly basis, ensuring maximum security for your information, and we can also arrange these for you. House of Invention will form a Joint Venture with Pickfords Record Management, the leading UK Company in this field. In doing so we will be able to offer our clients the experience of the leading UK Company together with the local knowledge of House of Invention providing confidentiality and security for your documents needs.

House of Invention has an electronic archiving solution for SME's especially when your current archives "are in a bit of a mess". ZyIMAGE (www.zylab.nl) has the three elements of capturing information from paper; scanning, OCR/Indexing and find functionality. This will allow your documents to be stored and be accessible to your staff via your LAN/intranet or the Internet. For businesses that need a full range of enterprise content management capabilities including portal, web content, document and workflow management the VIP Enterprise 8 from Gauss (www.gaussvip.com) is the solution for you. In addition to providing your company with professional software solutions, House Of Invention can offer the full scope of services normally associated with a turnkey archiving project (Shown on the left).



A survey conducted by Survive! - the independent Business Continuity group, found that 70% of businesses suffering a disaster went out of business within two years, due to inadequate planning and no off-site back up of systems. Despite its importance many companies still have no formal business continuity plan. So, as part of our service, we can work to incorporate your records management needs into your existing plan, or work with you to create your new strategy. Secure storage of your computer back up tapes is an integral part of business continuity planning, enabling your business to operate from an alternative location if the need arises. Tapes should be stored in a fireproof vault, and under the correct environmental



Whatever your information management needs are, from existing archives to getting advice for your future needs please contact us at info@abugshan.com or call 01 476 0105 ext. 2818.

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