Document Archiving &
Records Management Solutions

Struggling with too much Paper?

Cost effective Paper Archiving and Records Management solution to provide collection, storage, inventory management & retrieval services for large volumes of paper documents, providing:

- Reduced storage space requirement freeing up valuable office space
- Faster access to documentation can reduce administrative overheads
- Lower cost of document management delivered by increased efficiency and space savings
- Improved document and information security
- No up-front capex
- Increased efficiencies mean direct cost saving vs. alternatives

- Supports transition to fully electronic documents in the most painless way
- Full externally managed audit trail of documents in storage and all associated activity
- Supports compliance requirements for document storage
- Scan on demand option means that documents can be located and returned electronically, normally within one hour so that your staff do not waste valuable time searching for documents

DajonData Management

The **Dajon** Process

COLLECTION AND RETRIEVAL

- Documents are collected by Dajon's own vehicles and trained drivers
- A bar code labelling system is employed to record all items collected and subsequently stored
- Collections and retrievals can be requested using our simple user friendly on-line system
- Dajon supplied archive boxes ensure effective document protection during storage
- 24/7 service with returns within 2 hours in emergencies
- Intelligent OCR processing of vetted invoices to extract data at header and line item level
- Automatic and Manual checks and balances plus correction where necessary by expert operators

STORAGE FACILITIES

- All documents are stored in our purpose equipped storage warehouses
- Location of each box is recorded in our inventory system using the bar code label attached to the box on initial collection
- Customers can track boxes and contents and manage inventory through our on-line system
- Document security is ensured by sophisticated fire detection and prevention systems with alarm systems connected direct to the emergency services

SCAN ON DEMAND

- All files are scanned to PDF or Tiff at high resolution and indexed with relevant identification details
- Sub indexing and page level indexing carried out if required
- Intelligent OCR processing of scanned images to extract data to create indexing and meta data relating to the documents being scanned if required e.g. document reference numbers, names and addresses, line items and totals
- Scan date and time recorded with batch details and bar code number for audit trail
- Automatic and Manual checks by expert operators to ensure accuracy of meta data and image quality
- File can be located, scanned and returned securely over the internet in under 2 hours

STORAGE AND DESTRUCTION

- At the end of their useful life/retention period stored documents can be securely shredded and re-cycled on receipt of approval from client authority