

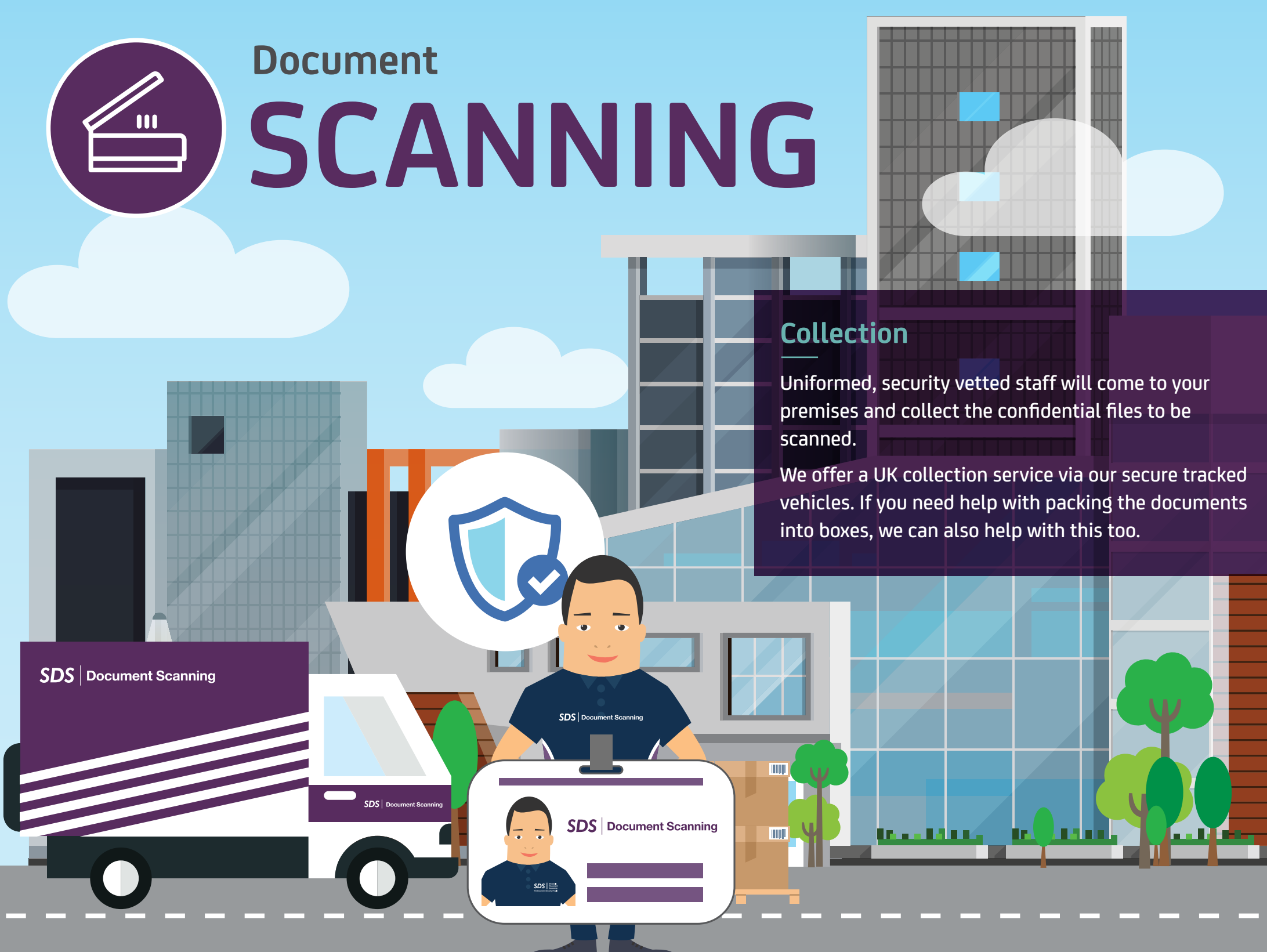


Document SCANNING

Collection

Uniformed, security vetted staff will come to your premises and collect the confidential files to be scanned.

We offer a UK collection service via our secure tracked vehicles. If you need help with packing the documents into boxes, we can also help with this too.



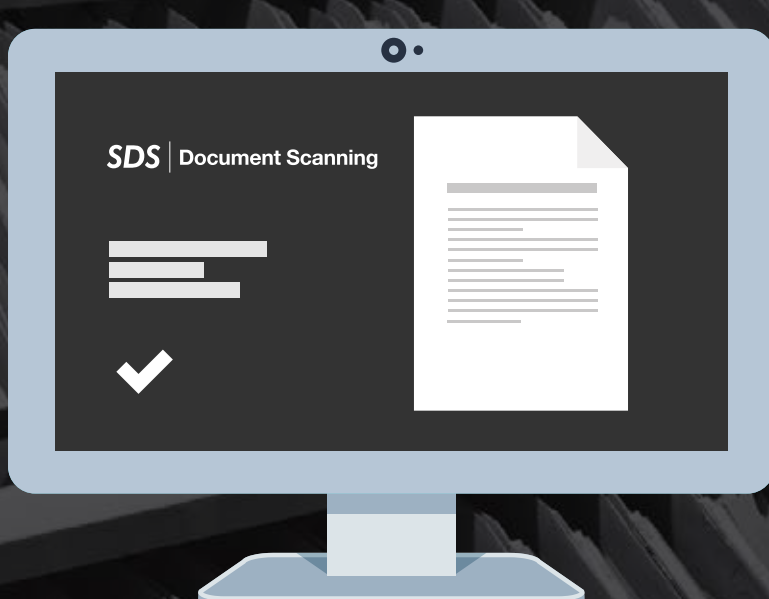
Onsite Arrival & Security

Files are checked into our Scanning Depot by our security vetted team and stored safely at our SDS Document Scanning secure site.



Document Preparation

During the preparation, the staples and paperclips are removed, the pages are straightened, rotated and gathered into batches ready for scanning.



Data Capture

Our built for purpose digital transformation service captures high resolution images at a speed of 160 images per minute. All images are displayed on screen in real time and quality checked by an SDS Document Scanning operative.

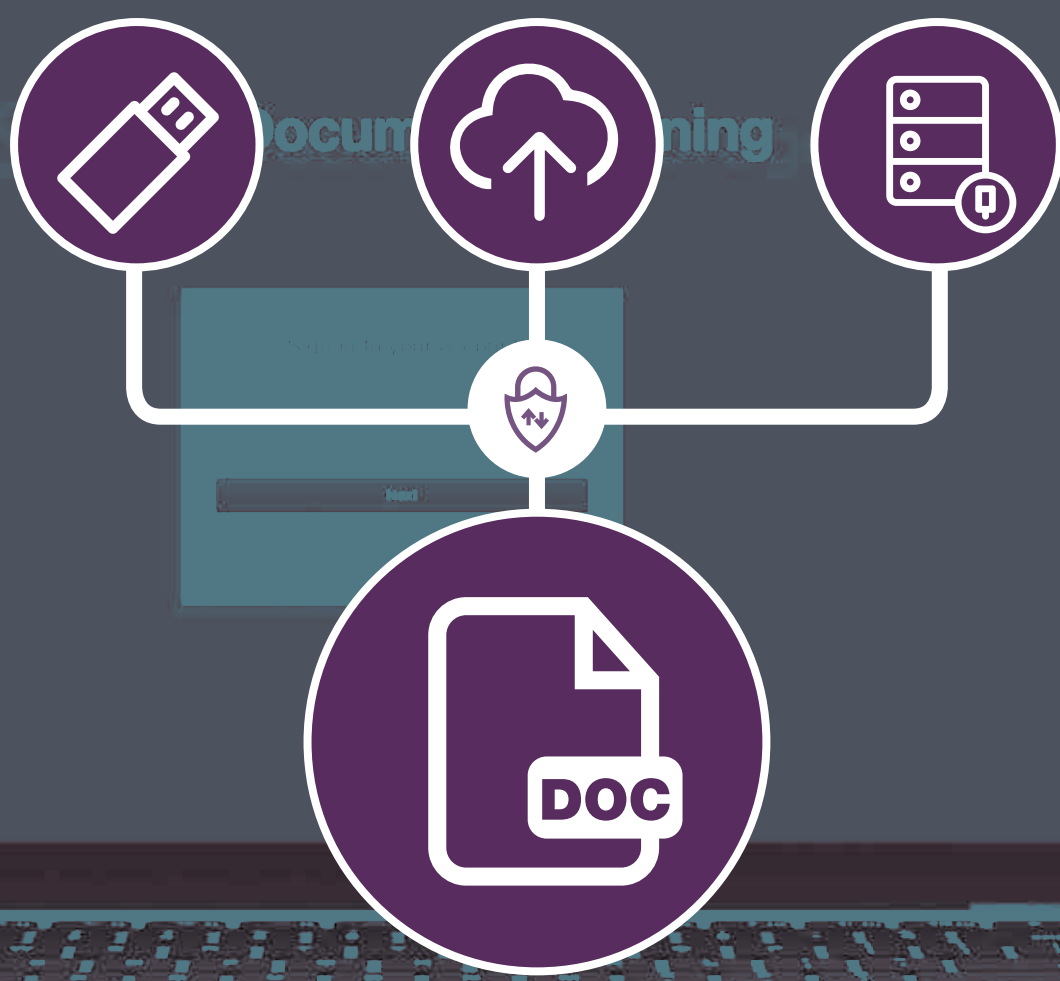
Document Indexing & Classification

Now that the images are captured, information associated to the documents is manually captured to ensure it can be retrieved at a later date.



Quality Control

Each batch of documents are checked and inspected by the Document Controller to ensure that all files meet the specification and requirement.



FILE TRANSFER AND STORAGE

Conversion and Delivery of Documents

Files are converted to the correct chosen file format. The e-docs can be uploaded to a password protected USB device, to our SDS Box management system or transferred via SFTP.

Shredding / Recycling / Storage

All files are kept in storage free of charge for 30 days whilst our client checks they are happy with the quality. The paperwork can then be returned to the customer, stored with SDS Document Storage or confidentially shredded, baled and recycled by Shredall Ltd (part of Shredall SDS Group) with a certificate of destruction to be issued.

