

SERVICES SUMMARY

Professional records management services and advice without the need to increase your staff.

SCANNING AND DATA WAREHOUSING

FILEforce brings scanning and document management to you without the expense of equipment or software. After commencing a scanning program the most difficult task is to maintain a group of Power Users, with FILEforce all you need is the ability to use a browser.

Proof of Delivery / Warranty Records

Ideal for multi-location offices. FILEforce is world leader in Application Program Sharing. We can scan your proof of delivery dockets from around the country and have them available to Client Relationship Managers in the Clients Office within days..

Student Records

Past Student files or employee files can be scanned after year 12 or course completion and instantly available to you FOREVER

No Capital Investment.

FILEforce provides all the equipment and up-to-date software. No software, hardware, or Maintenance agreement to contend with.

Board Papers

Now have past board papers available to Board Members from their Home.

CARING FOR THE CARE INDUSTRY

FILEforce has gained over the last two decades vast experience in the care providing industries of Child Care, Health Care, Aged Care, Welfare and Education.

- Accreditation Records Design
- Archive Processing
- Off-site Storage
- Archive Management
- Procedures Manuals

A total packaged service for Retirement Villages and Private Hospitals where FILEforce will manage old records stores on the clients' site. FILEforce provides all the data entry facilities, organises the box store, carries out destruction services and backups the data on our Private Network. The client is free to access files at any time, but do not have to worry about the maintenance of the boxes. FILEforce to the rescue!

SYSTEMS ANALYSIS

Office systems need fine-tuning. FILEforce provides analysis services to small and large companies who wish to get that outside opinion on how best to improve Administrative Procedures. When you look after as many offices as we do, you get to know what works and why.

ARCHIVE PROCESSING

Project work for government agencies and enterprises to catch up on the archiving that needs to be done. FILEforce officers provide a detailed listing and sentence records in accordance with state and federal government retention and disposal schedules. FILEforce can offer additional services to long-term clients, include complete retention scheduling.



We do your filing!

www.filing.com.au

1300 300 395

**AVAILABLE
24 / 7**

RECORDS PARTNERSHIP

FILEforce provides **DAILY** records management support for part or a whole day. The client benefits having FILEforce not only supply the labour but managing their records department and assisting in the development of policy.

FILING FRIEND

Still the most popular of our services – a couple of hours per week doing the filing for people who are too busy.

CONSULTING & RELOCATIONS

When the big and little guys get moving or merging, the recognized leaders in Records Information Management Consulting and Relocation paper reduction is the FILEforce team lead by the man who wrote the text book on FILING, Harry Haxton.

Reviewing and advising clients on their strategic policies for the management of paper in the workplace is the key to our services.

FILEforce also provide the people to help the client with the reduction process if required.

TIDY TEAMS

When you just cannot find anything and it is overdue for a bit of a tidy up, the tidy team comes to your rescue, moving unused information to archive storage and creating a database to manage the current records. After the tidy Team has been – it moves to a Filing Friend to do the rest.

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MOVING FRIEND

Moving from office to office, FILEforce helps pack and move files, reference materials and libraries ready for the carrier and then at the other end we unpack and guarantee that everything is in the right order.

MAIL ROOM FRIEND

FILEforce staff open and manage the mailroom for morning or evening mail, courier and DX deliveries. Experienced FILEforce Officers come early and/ or stay late.

RDS—Retention and Disposal Schedule

The FILEforce RDS covers both Australian and New Zealand Legislation. You now have an authoritative guide to keeping records aimed at the Private Sector. Including Aged Care, Child Care, Education, Human Resources, Facilities Management and Finance & Secretarial Records.