

Records

Management Services



Your business information is subject to security risks, costs, and management challenges.

Moreover, organizing physical document files, storing them efficiently, and retrieving it when you need it, can be time-consuming, resource-intensive, and expensive.

Significant risks that your business is exposed to in records management

- Adherence to statuary compliance
- Data Leakage
- Absence of audit trail
- Document safety

Think of it. Improper management of physical records making access difficult if not impossible at times. Uncertain security and safety put the records at peril all the time. Difficulty in updating records.

Writer Information works closely with over 3000 customers to deliver services from - indexing, packing, storage, retrieval day after day.

Secure **Vault Storage Services**

Imagine a private, secure vault that stores and protects your assets.

Large enterprises and top banks have documents and valuable data media that are crucial for their operation – quite simply invaluable. These could be loan/mortgage/legal/HNI documents, tape media that contains valuable customer information, medical records having stiff regulations, and more. These not only need protection against fire, theft and sabotage but also need specialised infrastructure and operational support – and should also be customisable to your business needs.

Environment features designed to protect your precious documents

- Temperature Controlled Environment
- Humidity Controlled Environment
- Dust Free Environment
- Anti static Flooring

Levels of security to prevent unauthorized entry and tampering

- Three-layered security including combination of physical and electronic access control
- Biometric access control
- Entry/Exit CCTV coverage at door with 90 days backup

Safety Features to ensure your documents are safe

- Siporex (High Thermal Insulation) construction
- FM200 Fire Suppression System
- Fire extinguishers
- 360 degrees CCTV coverage of storage area & door with 90 days backup
- Fire Alarm System

Operations to ensure Smooth storage and retrieval

- Specialized trained team
- Top-of-the-line document software
- Tracking via Portable Desktop Terminal
- Barcode based tracking
- File-level inventory
- High-density mobile storage and shelving system



Your precious media assets need protection

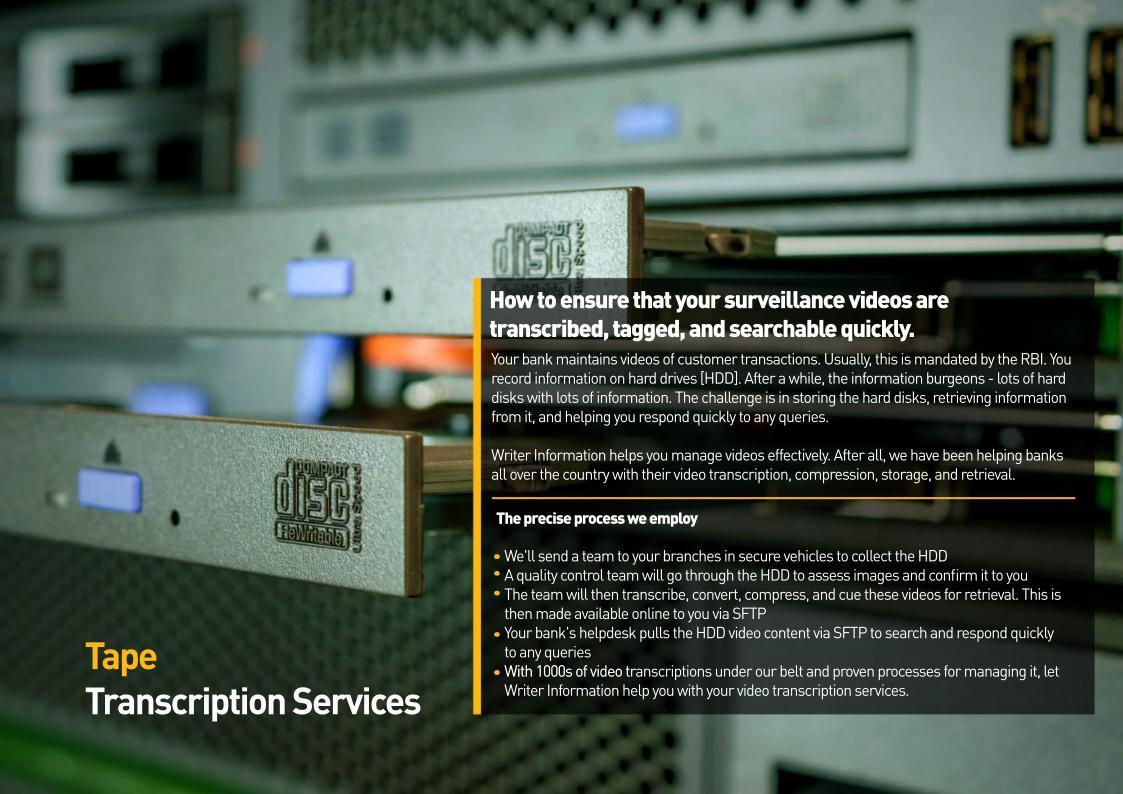
Your company manages a wide variety of media from tapes, videos, CDs, and audiovisual content. You have invested in this media and it has grown over time. These are precious intellectual assets that need protection. The problem is that as your information burgeons, your assets grow. You then incur significant operational costs in the storage of these media. You have to put up with inefficiencies in searching for them. You find it difficult to retrieve this information when it's needed.

You need a reliable archival, storage and retrieval service. Writer Information helps store your media, retrieve it on demand, and protect it using the highest standards and processes in modern physical storage.

Benefits

- Disaster Recovery Conforms to risk management and disaster recovery needs of your business.
- Compliant Our Secure Vaults are compliant with global industry standards and world-class infrastructure.
- 24/7, Reliability We Ensure that your Media or tape is timely picked up, stored, secured and delivered.
- Economical You pay for what you store by not having to build a large or expensive Vault to accommodate the storage of your Media or Tape.

Media and Tape **Vault Storage Services**





8 reasons why you should choose Writer Information as your Secured Storage Partner



28 Information Management Centres across 10 locations in India.



More than **2 million square feet** of storage space



1000+ seats of Business Processing (BPS) centres



Latest fire detection systems as well as water hydrant and gas based suppression systems



Protection systems ranging from humidity, temperature and dust control





CMMI 3 appraised



ISO 9001 and ISO 27001

