



Protecting and Preserving Your Most Critical Asset - Information

KEEP TOTAL VISIBILITY
Inside-Outside



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Records Management – A Crucial Organizational Function

Records management is a crucial organizational function that caters for the life cycle of your most valuable asset – your information. It entails identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. In achieving its objective, the function ensures “...efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records” (ISO 15489-1:2001). A well-focused records management function instills governance, risk-based processes, and compliance and is primarily concerned with managing the evidence of an organization's activities..



Reach out to us today to discuss your needs

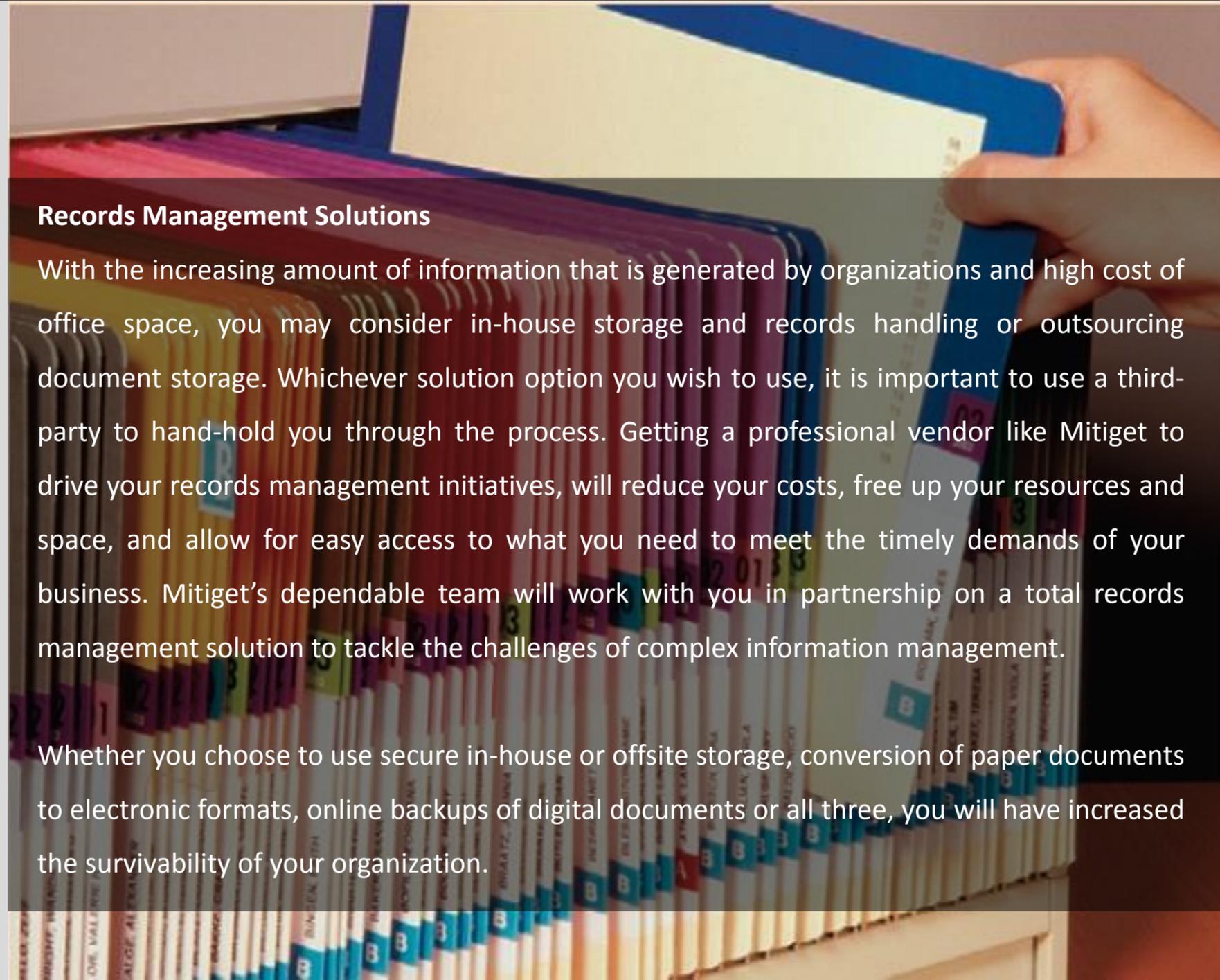
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Records Management Solutions

With the increasing amount of information that is generated by organizations and high cost of office space, you may consider in-house storage and records handling or outsourcing document storage. Whichever solution option you wish to use, it is important to use a third-party to hand-hold you through the process. Getting a professional vendor like Mitiget to drive your records management initiatives, will reduce your costs, free up your resources and space, and allow for easy access to what you need to meet the timely demands of your business. Mitiget's dependable team will work with you in partnership on a total records management solution to tackle the challenges of complex information management.

Whether you choose to use secure in-house or offsite storage, conversion of paper documents to electronic formats, online backups of digital documents or all three, you will have increased the survivability of your organization.





10 Benefits of Record Management

The benefits of records management any organization are unquantifiable. It improves efficiency, better traceability and ensures regulatory compliance. It allows your stakeholders have complete access to accurate information in a controlled, timely and cost-effective manner. No matter the size of your business, keeping your records organized and accessible, in a secure manner, can have a dramatic impact on your ability to function, grow, and stay ahead of your competition. The following are the most important benefits of setting up a good records management program in your organization:

1. Control the Growth of Records Going Forward

Email, cloud solutions and other online or on-premise productivity tools have made organizations increasingly becoming reliant on electronic files. In spite of the progress, communication in many businesses is still paper-based. Hence, the volume of paper usage has not significantly reduced. Records management can control the creation of records or copies and retain only those records that are actually needed or are active. This controls the growth of records and thus reduces the storage space needed.

2. Seamless Retrieve and Controlled Disposal

The consequences of spending too much time searching for misfiled records can be quite severe; you may not only lose in terms of man-hours but also lose valuable customers and reputation. This is why it is important to invest in a well-designed filing system that can facilitate easy retrieval of records and disposing of records past their retention period.

3. Application of Technologies

Investing in record management software can prove to be helpful if an organization has physical record management system in place. Taking advantage of record management technologies such as electronic document management system or enterprise content management system can make the function stronger, more secure and efficient.

4. Be Responsible, Be Compliant to Regulations

With government becoming stricter about compliance issues, it is necessary for organizations to apply best practices in their record management and ensure they are in full compliance with laws and regulations. If any organization fails to provide essential records during litigation or regulatory check, it may have to pay severe penalties or face legal consequences. The only way to ensure regulatory compliance is through an effective records management culture backed by well-informed people, advanced records management technologies and a firm policy for records management and retention.

10 Benefits of Record Management

5.

Minimize Litigation Risks

Implementing an effective record management program can reduce the risk associated with litigation and potential penalties. A well-planned and thoughtfully applied record management program can reduce the liabilities associated with document disposal.

6.

Protection of Critical Information

Every organization, public or private, needs a systematic program for protecting its important records and information from disaster or theft. Record management program preserves the integrity and confidentiality of important records and safeguards it as per set rules. This disallows unauthorized users from tampering with sensitive and important records.

7.

Cut Costs and Save Time and Efforts

Handling Records takes up a lot of time and money in terms of storage space, printing, filing and staffing to maintain an organized record system. It also takes a lot of time and money to search or reproduce lost records in absence of organized system. Records management program can help save considerable expenses by reducing operating costs and improving efficiency of employees.

8.

Better Management Decision Making

Making relevant data easily accessible allows organizations to take decisions faster so that they can stay ahead of the competition or make an informed decision. Records management software makes useful data accessible and disposes off unwanted data, so that relevant data can be accessed faster. Indexing and retrieval capability allows managers and authorized executives to search and find files faster.

9.

Preserve Organization Knowledge

An organization's files are its knowledgebase, which forms an integral part of its future planning and decision-making. Every single record created in a business day is a potential background data for future management decisions and planning. These records document the activities of the organization, which managers may use in future to research the workings of the organization.

10.

Keep Employees Motivated

Poorly managed records, unorganized filing system and frequent loss of important document creates a poor working environment, which has a direct effect on employees' motivation level. Though you cannot put a quantifiable figure on the loss of motivation due to these circumstances, it is one of the most important reasons to establish a good record management program.



Mitiget's Records Management & Document Storage

SECURE DOCUMENT STORAGE

We setup on-site long-term, organized, secure records storage with quick retrieval and delivery upon request. We also facilitate outsourcing of storage to third-party facility. We also deliver digital document conversion. We specialize in setting up strict measures of security with fire protection and 24/7 alarms and monitoring in any facility we build and setup.

VITAL RECORDS PROTECTION

We ensure that we consider and make provisions to protect most critical records in a secure, climate controlled special storage with 24/7 security. Unique formats of records are given proper environmental conditions for best protection and preservation.

ACTIVE FILE MANAGEMENT

We ensure that most highly active files are indexed, coded and stored for easy tracking and regular retrieval on-site or off-site. Set deploy document EDMS or ECM for the storage and easy retrieval of digital format with protected from unauthorized access for complete security.

ONLINE DOCUMENT MANAGEMENT

Mitiget enables online access through web interface when designing and deploying EDMS or ECM to allow you to centrally manage your records from your desktop or laptop or mobile devices. Hence, you can place service requests, locate records, order copies, run inventory reports and much more with ease.

CUSTOM SERVICES

Mitiget can customize virtually any service when it comes to records management. With our resources, expertise and infrastructure, We can support the unique needs of your business project.

DOCUMENT STORAGE SUPPLIES

Mitiget offers high quality, durable, storage supplies to keep documents organized, labeled consistently and protected from handling, transportation and other damage.

SECURITY

Working with Mitiget, you can have the peace of mind that your records management program has the highest standard of security. All of our client facilities and our partners for storage are equipped with state of the art security systems, video surveillance, fire protection and suppression systems. Our employees undergo background checks, are carefully screened and receive ongoing training to ensure your organization receives the best protection of your valuable asset.

Secure Records Management & Archives Solutions

Mitiget can digitize valuable paper documents into any electronic format using high-speed scanners for compact storage and secure access.



We redefine document & records handling practice

LET US SOLVE YOUR RECORDS MANAGEMENT CHALLENGES

Provision of Records, Governance & Management Capabilities such as:

1. Deployment of Records Management Software
2. Establishment of Records Governance & Policies
3. Secure Storage & Seamless Retrieval of Records

Provision of Records Physical Archive such as:

1. Design/Setup of Paper archives
2. Deployment of Archival Boxes
3. Paper Preparation & Indexing

Secure Records and Information Management Services

Provision of Secure Records Digital Solutions such as:

1. Scan/Capture—on or off site
2. Workflow Automation
3. Secure Storage & Access

Provision of Records Evacuation & Shredding such as:

1. Secure Pickup and Evacuation
2. Onsite & Offsite Secure Shredding
3. Secure Media Destruction
4. Residential & Consumer Records Handling

We also Supply, Install & Maintain these:



We protect your most valued asset – business information, data, records...

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