



Records Management Consulting

Records management has become increasingly complex for today's business organizations. The large variety of documents, faxes, and e-mails which are received each day need to be identified, filed, stored, and retrieved. Additionally, competitive pressures and ever changing regulatory and compliance demands make it more important than ever for an organization's documents to be managed effectively and efficiently. Fortunately, today's imaging technologies can manage both paper and electronic documents, but their choice and application requires specialized expertise. Many organizations wisely turn to an experienced professional vendor for help.

Microtek's staff includes veteran records management and digital imaging specialists. For over thirty-five years Microtek has been a sustaining Trade Member of AIIM (www.aiim.org), the Association for Information and Image Management, International. Its officers and staff include recipients of the Association's Master of Information Technologies and Distinguished Service awards, and include election and lifetime membership to the Association's exclusive Company of Fellows. We are also trade members of ARMA (www.arma.org) the international organization for professional records managers.

Our first step with a new prospective client is to conduct an analysis of their current records management processes. Applying our expertise we examine where and how the various document management tools we have at our disposal can be applied. This consultative first step helps in determining as to whether outsourced services, an in-house system or some combination of both approaches would be best.