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شركة سلطان ريكوردس مانجمنت ذ.م.م

**SULTAN RECORDS**

Management Co. W.L.L

# Business Presentation

[WWW.SULTANRECORDS.COM](http://WWW.SULTANRECORDS.COM)

Sultan Records Management Co. (W.L.L) was founded in 2005 with a mission to deliver superior records and data management services.

# SERVICES

Since our inception in 2005, we have evolved as a comprehensive business information management company, with record centers spanning over 8000 sq. meters in Kuwait.

We continue to evolve our services by understanding the requirements of our customers to create products and services that align with the best industry standards.



Physical Archiving and Management of files and documents



Manpower Outsourcing



On-Site and Off-Site scanning, Imaging and Indexing services



Electronic Media Storage and Rotation Services



Confidential Document Shredding Service (on-site & Off-site)



Hard Drive & Media Tape Shredding



Document Management Software and Consultancy on Paperless Transformation



# PHYSICAL RECORDS MANAGEMENT

## Efficient Physical Records Management Service

Transition to our industry-leading Physical Records Management service and unlock unparalleled benefits by entrusting us with the stewardship of your valuable records at our state-of-the-art Records Center. By incorporating our service, you will experience:

- **Substantial Cost Efficiency:** Witness up to 80% in cost savings as compared to traditional Records Storage, driving down your operational expenditure.
  - **Space Optimization:** Reclaim your valuable office space, previously occupied by document storage.
  - **Convenient Access:** Experience effortless document retrieval through our dedicated Delivery & Pickup service, ensuring your records are available whenever you need them.
  - **Enhanced Security and Safety:** Rest easy with the knowledge that your documents are stored with the highest levels of security and safety in mind, minimizing risks.
  - **Systematic Organization:** Access your documents instantly, thanks to our systematic document organization, streamlining your workflow.
- **Simplified Administration and Productivity Boost:** Leverage the following features for easy management and improved efficiency:
- **File Tracking Status:** Stay updated on the whereabouts of your documents in real-time.
  - **Online Retrieval:** Enjoy the convenience of accessing your files online, whenever and wherever.
  - **Retention Plan & Destruction Schedule:** Adhere to best practices in record-keeping, while maintaining compliance.
  - **Retrieval History:** Keep track of your document usage patterns, aiding in future planning.
  - **On-Demand Inventory:** Avail accurate, up-to-date inventory information, catering to your immediate business needs.

Invite the future of records management into your business and gain the competitive edge. **Partner with us today.**



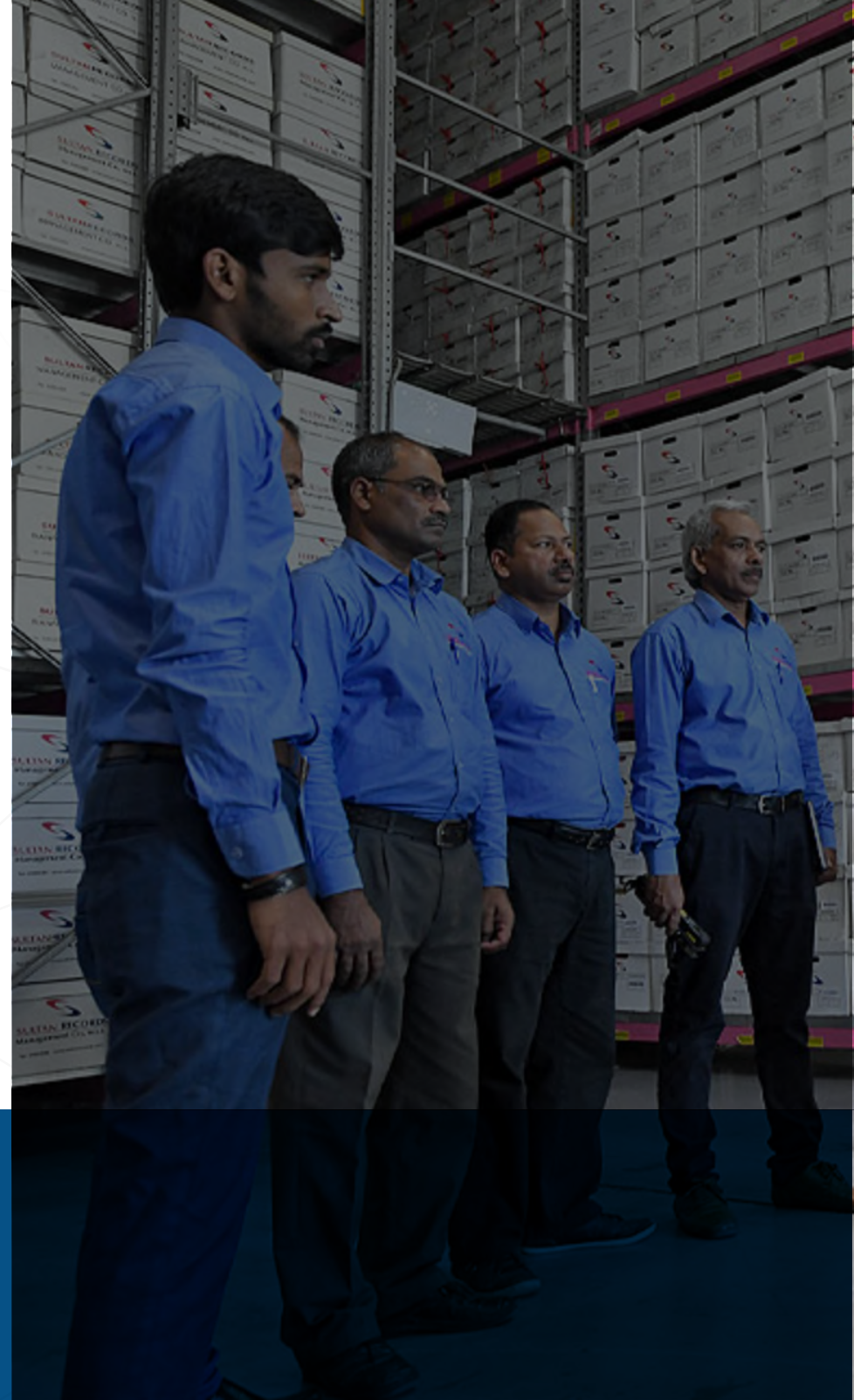


# MANPOWER OUTSOURCING SERVICE

PREMIER MANPOWER SOLUTIONS PROVIDER

Sultan Records Management is a distinguished Records Management Company that offers highly skilled professionals to organizations across an array of functions. Our expertise encompasses:

- Document Scanning
- Mail Room Management
- Inventory Management
- Computer Operator & Data Entry
- Collection & Distribution
- Front Desk Management
- Warehouse Management
- Document Controller
- IT Assistant
- Expeditor Service
- Our rigorous candidate selection process involves careful screening, comprehensive skill and ability assessments, and a tailored approach to match the unique requirements of our clients.



# MANPOWER OUTSOURCING SERVICE

PREMIER MANPOWER SOLUTIONS PROVIDER

## The Distinctive Edge Of Our Manpower Solutions:

- **Exceptional Staff:** Our professionals are meticulously trained to exceed your expectations.
- **Work Flexibility:** We offer adaptable work timing, meeting your operational demands.
- **Location Mobility:** Enjoy flexible work location arrangements complemented by transportation provisions.
- **Inclusive Compensation Packages:** Our all-encompassing CTC package takes care of all financial aspects.
- **Cost Effectiveness:** Witness significant cost reduction of up to 50%.
- **Capacity Fulfillment:** Our solutions are ideal for bridging employee capacity shortfalls.
- **Expat Hiring Limitations Solution:** A perfect solution for organizations with restricted expat hiring capabilities.
- **Unwavering Responsibility & Sponsorship:** Sultan Records Management assumes complete responsibility and sponsorship for the staff provided.
- **Regular Training Programs:** Continuous professional development through our routine training programs ensures our personnel stay updated and competent.

With Sultan Records Management, you're not just hiring staff, you're acquiring a committed partnership dedicated to your organization's success.






# DOCUMENT MANAGEMENT SOFTWARE (DMS)

## Introducing Our Superior Document Management System (DMS) Solution

Our cutting-edge DMS solution offers a secure, user-friendly platform that efficiently transforms physical documents into searchable digital images. This advanced system allows the storage of these images either on your local site or in the cloud, ensuring effortless retrieval through an intuitive interface.

We design our services around you, offering bespoke, cost-effective solutions that perfectly align with your business needs and future growth aspirations. Our DMS is highly adaptable, catering to all business models and paves the way for a seamless paperless transformation.

Moreover, our DMS is universally accessible, providing a straightforward interface in 19 languages, including English and Arabic. This feature guarantees the inclusivity and convenience of our system, making it an indispensable tool for businesses of all scales. Embrace the future of document management with our innovative DMS solution.



# DOCUMENT MANAGEMENT SOFTWARE (DMS)

01

03

02

04

## Key Features:

- Sharing & Collaboration
- One centralized location
- Share files quickly & easily
- Share files globally
- Store & manage files in one central location
- Print / e-mail files instantly
- Annotations
- Keep files organized
- Manage file access
- Save time & money
- No internal IT staff required
- File Retention OCR
- Convert images to searchable files: PDF, TIFF, JPEG.
- Supports over 134 languages

## Easy Search Functions

- Find files instantly & accurately
- Quick Search
- Advanced Search
- Global Search
- Track & retrieve files using keywords

## Workflow

- Automate approvals in the matter of seconds
- Approve Workflow files on the go from anywhere
- Index field updates based on approval or rejection
- Individual user inboxes
- Email notifications and reminders
- Automatic document stamping
- Custom stamps
- E-signature w/password restrictions
- Document flow history tracking

## Security

Built in audit log, all system and file activity are tracked and recorded for easy report generation.

- Secure files with user restrictions at the cabinet, folder and file level
- Active Directory integration.
- All files imported and created in the DMS are encrypted on the server to ensure that accessibility is restricted to authorized users only.

# SCANNING AND IMAGING SERVICE

## Digital Document Transformation Solutions

Since 2005, Sultan Records has been a trusted partner to both private and government sectors in the digitization of physical documents. Our experienced scanning specialists meticulously analyze project requirements including volume, timeline, document type and age, indexing criteria, and devise strategies for cost-efficient digitization.

We've successfully implemented a myriad of projects including onsite, offsite, backlog, and perpetual scanning of documents, maps, drawings, complemented by our Document Management Software.

### Our Scanning and Imaging Service Key Features:

- Space optimization by freeing up office space.
- Data security enhancements.
- Quick, easy access to your needed information.
- Compatibility with any Document Management System or our bespoke software solution.
- Comprehensive On-Site and Off-Site scanning services.
- Specialized in Backlog and Bulk Scanning Services.
- Empower your business with our digital transformation solutions.





# MEDIA VAULTING | OFFSITE TAPE ARCHIVING | TAPE STORAGE | TAPE ROTATION



## Safeguard Your Data Offsite with Sultan Records

Offsite media backup and rotation form an integral part of any Disaster Recovery Plan. At Sultan Records, we offer meticulous organization of your tape rotation cycle, whether it be daily, weekly, or monthly, in line with your rotation strategy. We assure prompt, scheduled rotations, allowing you to access the needed tape at the right time.

### Our Media Management Service Highlights:

- Timely, On-Demand Delivery & Pickup of Media.
- GPS-enabled, Trustworthy Transport System.
- Secure cases for your Media.
- Climate-controlled storage facilities.
- Robust access control.

Our media vaulting expands beyond backup tapes, providing an ideal preservation solution for Hard Disks, Audio Recordings, Film Archives, Video Surveillance Tapes, and Optical Media. Choose Sultan Records for superior data protection and preservation.

# SECURED HARD DISK SHREDDING

## Prominent Features of Our Confidential Hard Disk Shredding Service

- Professional Handling: Our service is delivered by skilled, trained professionals ensuring quality and confidentiality.
- Top-Tier Security: We provide the highest level of security, safeguarding your sensitive data.
- Destruction Documentation: We document the destruction process through photographs and videos, providing visual proof.
- CCTV Monitored Process: Our shredding process is conducted under constant CCTV surveillance for added security.
- Transparency: Clients can witness the shredding process to satisfy audit and legal obligations.
- Certificate of Destruction: We issue a "Certificate of Destruction" that includes all serial numbers of the destroyed hard drives/ media, providing a documented assurance of data elimination.
- Eco-Conscious Recycling: Post-shredding, the media particles are recycled through our partners as part of our "Better Earth" initiative, demonstrating our commitment to environmental responsibility.

## Secured Media Shredding Services

Our Media Shredding service is perfectly suited for organizations handling sensitive data across various media forms such as Hard disks and LTO tapes. Simply erasing, degaussing, or formatting drives and media could leave residual data, creating potential data theft risks.

Physical shredding of Hard Drives is the most secure and reliable method of ensuring complete data destruction. Our industrial-grade Hard Drive Shredder effectively pulverizes your Hard Drive and Media into unrecognizable fragments, assuring total data obliteration. Trust in our robust data destruction methods for ultimate security.



# SECURED DOCUMENT SHREDDING

## Premium Confidential Document Shredding Service

Retaining documents beyond their necessary period presents potential risks such as identity theft, increased storage demands, and elevated management costs for your company. To uphold the highest level of compliance and to foster a paperless environment, we strongly advocate for stringent adherence to your retention policy.

Post lifecycle, documents should be immediately subjected to confidential shredding, ensuring that sensitive data is responsibly and irreversibly discarded. Trust in our comprehensive document shredding service to support your organization's data security, space efficiency, and environmental sustainability initiatives.



## Distinctive Features of Our Confidential Document Shredding Service

- **Secure Disposal:** We ensure the secured disposal of confidential and sensitive documents, safeguarding your data.
- **Shredding Varieties:** We offer Offsite, Onsite, and Mobile Shredding options, accommodating your unique needs.
- **Industrial Shredders:** Our shredding process utilizes industrial-grade shredders for optimal effectiveness.
- **Customized Destruction Policy:** We formulate a document destruction policy with procedures tailored to your business.
- **Process Transparency:** Customers can witness the entire shredding process within our hospitable facilities.
- **Certificate of Destruction:** Post-shredding, we issue a "Certificate of Destruction" detailing the files shredded, for your records.
- **Eco-Friendly Practices:** The shredded paper waste is recycled through our partners in line with our "Better Earth" initiative.
- **Resource Conservation:** Our recycling process conserves natural resources, saves energy, and reduces greenhouse gas emissions, underlining our commitment to sustainability.
- **Opt for our Confidential Document Shredding Service** for secure, transparent, and environmentally responsible document disposal.

# SECURED BIN SHREDDING

## Secured Lockable Bin Shredding Service

Our secured lockable bin shredding service offers a comprehensive, eco-friendly solution for daily disposal of unwanted documents from your business environment. This service facilitates space optimization, minimizes your liability associated with protecting obsolete documents, and contributes to a more organized and efficient workspace.

Opting for our bin service eliminates the need for multiple shredding stations and prevents potential exposure of confidential information through staff-handled shredding. Furthermore, this service alleviates the burden of environmentally friendly collection and disposal of shredded waste.

Entrust your document disposal needs to our secured lockable bin shredding service for a streamlined, secure, and sustainable solution.

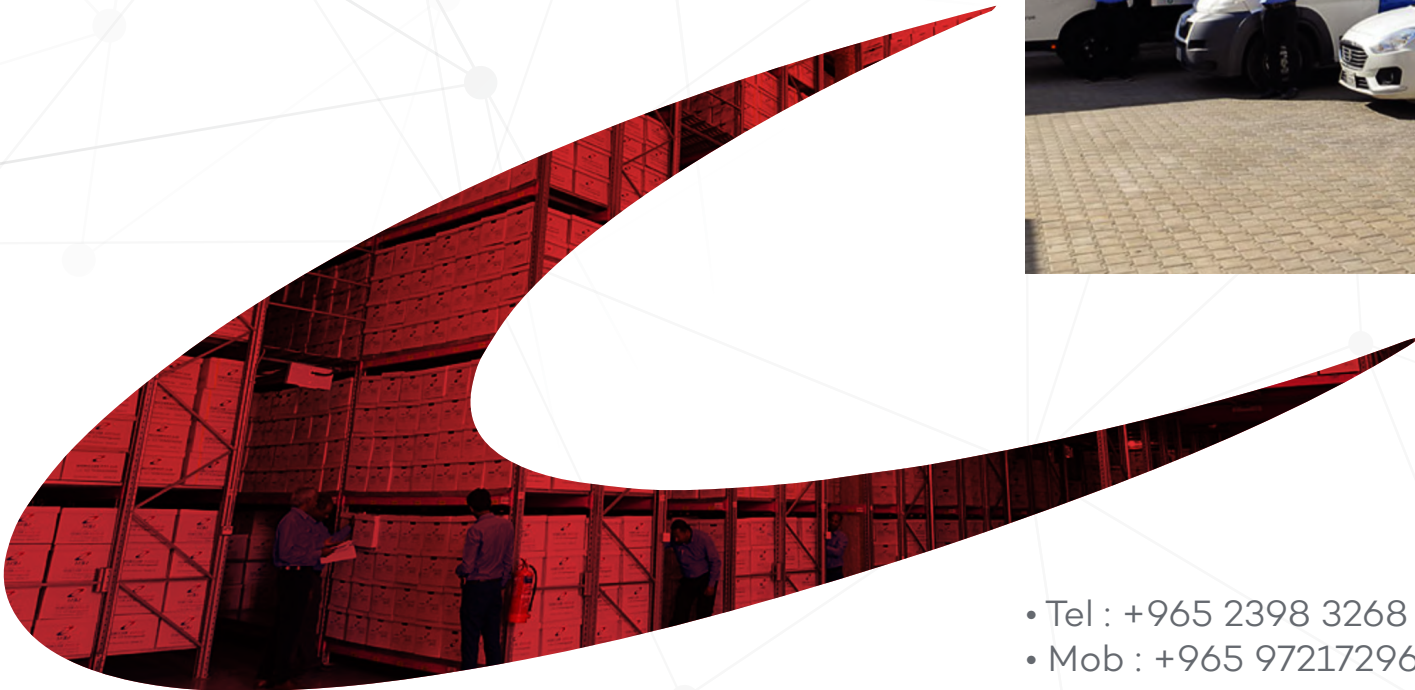
## Unique Features of Our Confidential Bin Shredding Service

- Customized Solutions: We propose the quantity and bin sizes (70L, 240L, 350L) tailored to your needs.
- Secure Bin Placement: Locked, empty bins are delivered and stationed at strategic locations in your offices on a weekly or monthly basis.
- Safe Transport: Filled bins are collected on a regular schedule and transported to our document shredding facility via a sealed, GPS-tracked vehicle.
- Verified Shredding: Post-verification, contents are shredded under camera surveillance for ensured security.
- Shredding Monitoring: We offer options for customer monitoring, photo graphing, and video recording of the shredding process for transparency.
- Eco-Friendly Disposal: Shredded paper waste is recycled through our partners as part of our "Better Earth" initiative.
- Recycling Certificate: We issue an annual "Recycling Certificate" detailing your contributions to our "Better Earth" initiative, acknowledging your part in our environmental sustainability efforts.

Choose our Confidential Bin Shredding Service for a secure, customized, and green document disposal solution.



# CONTACT US



- Tel : +965 2398 3268
- Mob : +965 97217296
- Fax : +965 2398 3013
- Email : [info@sultanrecords.com](mailto:info@sultanrecords.com)
- Address: Plot No. 75, Street 349, Block 7, Al Ahmadi, Kuwait
- Website: [www.sultanrecords.com](http://www.sultanrecords.com)