

Services

Arcline's professional records managers have unrivalled experience in the provision of records management solutions for the public and private sectors.

Our services have focused on strategic planning and policy initiatives, securing high-level support and recognition of the importance of records management within the client organisation. This approach is coupled with close liaison and co-operation with records creators and users in order to introduce new and effective procedures and policies.

Arcline will:

- Survey and evaluate existing record-keeping systems within your organisation
- Make detailed recommendations for the implementation of improved practices, policies and procedures.
- Identify records management strategies for your organisation and compile the various elements of your new records management system, including classification schemes, retention and disposal schedules, registration procedures, and relevant policy statements.
- Deliver comprehensive staff training tailored to your specific requirements.