



SCANNING AND RECORDS ARCHIVING

Need to save space or simply digitise your documents for easy retrieval?

UPS offers a scanning service for clients with a large number of paper documents that require digitising. For University records, UPS liaises with the University's Archives and Records Management Services (ARMS) to ensure compliance with the NSW State Records Act.

The scanned digital versions of your previously paper-based documents can then be indexed. If they are University records, the documents can be stored in the University's corporate record keeping system (TRIM) and then be accessed online. Other material may be stored on a high capacity hard drive or a collection of DVD's.

UPS customises solutions for each client so that documents can be distributed, stored and accessed based on your exact requirements. We can also manage secure disposal of your documents, following consultation with ARMS, if required.

Additional scanning services include:

- OCR Scanning
- scanning of contracts, invoices, employee files
- comprehensive sorting and cataloging for scanning jobs
- scanning and emailing of documents (loose sheets)
- removing the spine from bound documents then scanning and emailing.

SCANNING SPECIFICATIONS

Size: all documents A4 (297mm X 210mm) to A3 (420mm X 297mm)

Mode: colour, black and white or greyscale

Scanning resolution: 300-600dpi

Stock: all stock up to 280gsm

All documents are scanned on a Kodak I620

COST

Extensive document preparation and classification

Approximate charge rate \$50 per hour

Jobs with minimal preparation and classification

Charge rate 0.15c per page

Pricing includes document preparation, scanning, classification and export, and is dependent on the size and job requirements.

NB: Pricing to be confirmed after consultation with UPS Client Service team.

FOR MORE INFORMATION CONTACT

As UPS customises solutions for each client based on your exact requirements, please contact us for a consultation.

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