



Benefits:

- Private or public sector
- Risk compliant
- Best practice sentencing
- Electronic and physical records
- End-to-end best practice
- Programmed records disposal
- Retention and disposal schedules
- Save up to 30% on storage costs

Automated Document & Record Solutions

Helping organisations manage risk & compliance

Introducing Converga's range of document and record solutions, designed to manage risk compliance issues through best practice records management in both private and public sector organisations.

Whether your company is governed by the Corporations Act or industry specific legislation and regulations, or you are a Government agency that needs to address accountability, Converga has the knowledge to help.

Our best practice solutions include:

- On-site management of records
- *Converga Online* - digitally store and access your documents and records online
- Off-site storage and archival services
- Benchmarking of off-site storage costs
- Sentencing and disposal of records
- Administration of recordkeeping systems
- Records management consulting services including reviews of recordkeeping processes and practices

Converga is one of the largest employers of full-time records managers in Australia, delivering quality services against the entire spectrum of records management competencies and the 'records management continuum', from creation to disposal.

Visit our website or call 1300 557 672 for more information.