

Services

We offer a range of services to assist with any of your document handling needs, including:

Document Preparation Document Scanning Plan Scanning On-site Scanning Plan Printing Microfilm Conversion File Format Conversion Indexing / Data Entry OCR ('Optical Character Recognition') CD/DVD Burning and Duplication / Replication Software / Hardware Solutions Training Document Storage and Retrieval Courier Service Master Storage Destruction 24 / 7 Disaster Recovery / Off Site Storage Consulting

Document Preparation This process, completed before scanning, guarantees a successful, high quality input and therefore ensures you will receive a true scanned representation of each document. Includes removing staples, paperclips, bindings, repairing documents, ensuring pages are not curled or turned, all writing/printing is visible on each document, sorting pages into specific order for scanning, as required. [^Top](#)

Document Scanning This is the conversion of a paper document into a digital image. Also known as Imaging. We are able to scan any paper document from as small as a docket or business card size up to A0 size documents and plans. The digital image files we provide are as an Industry standard, Group IV TIF File. We also provide many other file types, as requested. [^Top](#)

Plan Scanning We can scan any volume of documents from high volume, continuous orders and backlog/archives to low volume, one off or monthly jobs, such as accounts or payroll documents. [^Top](#)

On-site Scanning As part of our document scanning service, we provide the scanning of large plans, documents and architectural drawings up to A0 size. [^Top](#)

Plan Printing For highly confidential matters, we are able to scan all documents up to A3 size on your premises. [^Top](#)

Plan Printing We offer a complete service to incorporate your Plan Printing and Plotting requirements, enlarging and reducing to scale. [^Top](#)

Micofilm Conversion We provide a service for converting your existing 16mm & 35mm Microfilm Rolls, Jackets, Fiche and Aperture Cards to digital images. This is provided to you as a TIFF image (or requested file format), that can be entered into a new or existing records management or imaging system. [^Top](#)

File Format Conversion We are able to provide many conversions to your Tiff files (and other files) such as conversion to another file format, such as Jpeg, PDF etc. We can also provide conversions such as, batch rotate, black boarder removal, batch cropping, batch numbering, combine single-page files into multi-page files, grouping black/white & colour tiff files together. [^Top](#)

Indexing / Data Entry We can provide you with a reference to your scanned documents by indexing (Data Entry or OCR) relevant data from your scanned images into an ASCII file or database for searching. [^Top](#)

OCR ('Optical Character Recognition') We can convert any paper or printed document 'hardcopy' to an editable text file 'softcopy.' OCR can be used as part of the indexing process to convert the digital image to a searchable text document. It can also replace the need for re-typing of printed documents. [^Top](#)

CD/DVD Burning and Duplication / Replication When storing your data we use WORM (Write Once Read Many) CDs and DVDs, this ensures the data we give you cannot be over-written or altered. We also provide a CD or DVD audit trail for legal reference. We will provide you with as many CD or DVD copies as you require and we also offer a CD and DVD duplication service. [^Top](#)

Software / Hardware Solutions We are resellers of many imaging software and hardware packages that are suitable for both PC and Macintosh. One of our experienced staff can assess your imaging needs and recommend a range of products that will make your own imaging experience an effective one. [^Top](#)

Training Our staff are highly experienced in the software solutions we sell. We provide various options for training, whether it is a one on one session or group training, we tailor make each session to your needs. [^Top](#)

Document Storage and Retrieval Our premises are highly secure, suitable for the storage of your documents. Our security measures include a back to base security alarm, high fencing, steel bars on windows and doors, dead bolted entry points and internal security coded entry into document storage areas. [^Top](#)

Courier Service We will organise the pickup and delivery of your confidential documents, at your desired security level. From local courier, discreetly packed and labelled, to a personal - door to door delivery service performed by DISC employees only. Talk to one of our team to discuss your needs. [^Top](#)

Master Storage We offer our premises as your offsite storage location, for all your media. [^Top](#)

Destruction In accordance with the relevant legal requirements such as the State Records Act 1998, we offer security destruction of your records, after they have been imaged. We offer either liquid mulching or a fully secure in-house cross-shredding service to securely destroy your documents. We provide collection and delivery of 240 litre bins for paper recycling or destruction. [^Top](#)

24/7 Disaster Recovery / Offsite Storage New legislation demands that Companies store their back-up disaster recovery offsite. We offer a 24/7 fully comprehensive back up service for your peace of mind. [^Top](#)

Consulting We offer assistance in the planning and implementation of your document management process. [^Top](#)

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