



Application Dossier

Record Management
Service

Introduction

- Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or receipt to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.
- Records must be stored in such a way that they are accessible and safeguarded against environmental damage.
- Ref companies: **Iron Mountain, Crown**



Sub-Segments



PHYSICAL RECORDS



DIGITAL RECORDS

Physical Records

- Physical records are those records, such as paper, that can be touched, and which take up physical space.
- Managing physical records involves different disciplines and may draw on a variety of forms of expertise. Physical records are identified and authenticated. This is usually a matter of filling and retrieval, in some circumstances, more careful handling is required.
- The processes in a physical record management include:
 - Identifying
 - Storing
 - Retrieval
 - Circulating
 - Disposal



Digital Records

- Digital records, also often referred to as electronic records, are those records that are generated with and used by information technology devices.
- The general principles of record management apply to records in any format. It is more difficult to ensure that the content, or context and structure of records is preserved and protected when the records do not have a physical existence.
- This is required for computer systems to manage electronic records; concerns exist about the ability to access and read electronic records over time, since the rapid pace of change in technology can make the software used to create the records obsolete, leaving the records unreadable.



We Understand You

Challenges

- Difficulty inventorying and tracking files
- Poor vertical space utilization
- Insecure storage
- Compliance with national regulations
- Costly flooring for movement in multi tier
- No seismic compatibility

Our Value Proposition

- Barcode for easier location identification
- High CBM utilization design
- Secured storage solutions
- Design with FM global compliance
- Wooden walkway to provide cost optimised flooring
- Seismic resistant design

Application - 1

Storage Of Physical Records



Papers



Box Files

Palletization of products



Recommended Solutions by Godrej

High-rise shelving with order picker



- Bar coding stickering to ease inventory tracking
- Loading & unloading of SKU is by order picker for discrete picking, hence throughput is comparatively higher
- Seismic design with Indian & international standards
- No flooring is required as order picker is used for all levels
- Up to 16 meters

Multi tier shelving



- Bar coding stickering to ease inventory tracking
- Discrete picking is done manually, hence throughput is comparatively less. Although it can be improved by deploying equipment's like VRC, conveyor, etc.
- Seismic design with Indian & international standards
- Wooden flooring can be provided for optimizing cost
- Up to 14 metres

Hybrid multi tier shelving



- Bar coding stickering to ease inventory tracking
- Picking of SKU at the ground level is done by order picker, hence throughput is higher. Although at the other floors picking is manual & can be improved by deploying equipment's like VRC, conveyor, etc.
- Seismic design with Indian & international standards
- Wooden flooring can be provided for optimizing cost
- Up to 14 meters

Application - 1

Storage Of Digital Records



CD DRIVE

Palletization of products



Recommended Solutions by Godrej

Mobile shelving



- Bar coding stickering to ease inventory tracking
- Mezzanine to be built for vertical space utilization
- Numeric pin lock – Restricted entry
- Up to 3.3 metres
- Only picking is possible in single aisles, hence lesser throughput compared to G+1 system

G+1 Mobile shelving



- Bar coding stickering to ease inventory tracking
- Mezzanine not required ,cost effective solution
- Numeric pin lock – Restricted entry
- Up to 5.5 metres
- Simultaneous picking is possible in both tiers, hence higher throughput



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