ability works
AUSTRALIA

Records Management

We embed the latest technologies and tools into our processes to support our people and achieve the highest quality control and security standards for our clients.

We can resolve your legacy document issues, deliver secure digital records, reduce storage and warehousing costs, and enable future rapid search and filing of all records.

Services

- Mail room services up to 1,200 items/day
- Design of records management plan
- Bulk scanning of archived documents
- Secure scanning, destruction and disposal
- All sizes catered for including large plans
- Collection and return of documents
- Secure storage of the scanned data
- File management structure for retrieval

Let Ability Works look after your records management requirements.

★ ★ ★ ★ ★

When quality, service and social impact matter!

→ Benefits

- Minimise costs & free up real estate space
- Streamline record-keeping, distribution, and destruction
- Preserve historical records
- Comply with security regulations and best practices
- Prioritise disaster recovery planning
- Create Social impact & employment outcomes for people with disabilities (over 500 hours of purposeful employment opportunities for every $10,000 spent)

Certified System ™ Quality ISO 9001 SAI GLOBAL

Certified System ™ NSDS SAI GLOBAL

We support the ndis

Social Traders CERTIFIED SOCIAL ENTERPRISE

Get in touch!

(03) 9853 7080

✉ info@abilityworks.com.au

🌐 www.abilityworks.com.au