

FILING SERVICES

SYSTEC offers comprehensive records management services to minimize demands on your staff, provide expertise and improve efficiencies.



CONSULTING –

We can help you achieve instant access and control over all of your knowledge-based assets.

RELOCATIONS –

Our relocation service includes mapping record locations; sequencing and labeling each series; physical unloading, transporting and relocating of files; and conducting a final records inventory.

CONVERSION SERVICES –

Our conversion services include color-coded labeling conversions, top-tab to side-tab conversions, and consolidation/merging of multiple record series.

DESTRUCTION –

Purging outdated files and reducing the number of files in your inventory can reduce your overhead costs for storage and maintenance.

FILE INVENTORY/ DATABASE DEVELOPMENT –

We'll conduct an inventory and collect the data into a laptop computer to record an accurate database of your entire file system.

BAR CODE / RFID TRACKING –

Tracking provides complete control over all of your paper and image-based information.

ARCHIVING/RETENTION PLANNING –

Our professionals will identify your individual retention needs; write policies and procedures; develop an archival system with tracking capabilities; recommend files to purge or retain; and provide products to implement the system.

DOCUMENT AUDITS –

Identifying necessary audit criteria; analyzing each record against criteria; entering document and/or file content into a database or manually checking against criteria checklist.

FILING SYSTEM DESIGN –

We will help to determine the best filing systems for your organization including file type, label design and record management storage practices.

IMAGING CONVERSION –

We will identify documents for electronic or micrographic conversion; prepare paper documents by removing from folders, removing staples or other fasteners, copy odd-sized documents to common page size for scanning; determine indexing; scan and reassemble paper documents.

MERGING AND INTERFILING RECORDS –

Merging files or filing systems includes moving files as needed; relabeling; completing a document audit; and physically interfiling documents or files in the proper location.

RECORDS MANAGEMENT OUTSOURCING –

We can provide regular on-site support for ongoing refiling, purging, labeling, retention planning or any other daily records management needs.

SEND ORDERS TO:

Fax GSA orders:

262 968 9003

Email GSA orders:

info@systemgroup.com

Ordering address:

SYSTEC Group LLC
262 W. Main Street
Wales, WI 53183-9748

Phone: (262) 968-9014
Fax: (262) 968-9003

Payment address:

Systec Group LLC
262 W. Main Street
Wales, WI 53183-9748

On-line access to contract ordering information, terms and conditions, and up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage www.gsaadvantage.gov — menu-driven database system.

GENERAL SERVICES ADMINISTRATION

GSA SCHEDULE FOR OFFICE IMAGING & DOCUMENT SOLUTIONS

FSC GROUP 36

Special Item Numbers

50-163 – Mail Management Processing Systems
and Related Software

51-504 – Records Management Services

165-205 – Office Filing, Storage Systems and Solutions

Business Size:

Small Business

Contract Number:

GS-25F-0046S

Period Covered by Contract:

September 12, 2006 through September 11, 2011



SYSTECTM
systems ♦ technology

Refer to pricing and product
information at www.systemgroup.com
or www.gsaadvantage.gov.

SMALL BUSINESS



SYSTEC offers a complete line of storage solutions on GSA contract for small-to-large storage applications. Work with the storage experts to solve your storage and space needs.



MOBILESTOR –

Maximize your storage space with high-density mobile storage systems. When you eliminate wasted aisle space you will either double your existing storage capacity or free up space for other functional areas.



MULTISTOR –

A complete line of lateral files, storage cabinets, bookcases and mobile and freestanding pedestals offer flexibility and security.



MEDIASTOR –

Store virtually any small media in specially-designed media storage cabinets. Choose from free-standing cabinets in a range of sizes and capacities or select a high-density storage alternative to maximize storage capacity in a minimal footprint.



ROTARYSTOR –

This filing alternative offers a space-efficient, secure storage solution, which can be outfitted in an array of configurations to provide compact back-to-back storage of virtually any type of material.



THINFILE –

Preconfigured units offer an efficient storage option for small point-of-use needs and are available with shelves, drawers, and other accessories for end-tab folders, x-ray files, binders, top-tab file folders, hanging file systems, microfilm, and disk/tape media storage.



ARTSTOR –

Floor or ceiling mounted pullout storage panels provide safe, efficient storage of framed and flat art.



EASYSTOR –

Linear storage systems are available in multiple widths and depths to store letter, legal and archive files. Lateral systems, available in two and three deep, are easy to install or relocate and can be configured with an array of accessories.



SHELVING –

We offer a wide variety of shelving options to meet all of your storage requirements. Stationary shelving is available standard or custom-built in wood, steel or wood/steel combinations for a range of storage applications.



SAFETEC –

We offer a complete line of fire-resistant filing products – vertical, lateral and side tab cabinets – as well as media storage products. We also have fire-resistant vaults and vault doors to protect larger record storage areas.