

# FILING SERVICES

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



capabilities; recommend files to purge or retain; and provide products to implement the system.

**BAR CODE / RFID TRACKING** – Tracking provides an organization with complete control over all of their paper and image-based information.

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**DESTRUCTION** – Purging outdated files and reducing the number of files in your inventory can reduce your overhead costs for storage and maintenance.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

**ARCHIVING/RETENTION PLANNING** – Our professionals will identify your individual retention needs; write policies and procedures; develop an archival system with tracking

**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 include 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 onsite support for ongoing refile, purging, labeling, retention planning or any other daily management or operational needs.



GSA

## SEND ORDERS TO:

**Fax GSA orders:**  
(888) 980-8177

**Email GSA orders:**  
info@systemcgroup.com

### Ordering address:

SYSTEC Group LLC  
2108A Silvernail Rd.  
Pewaukee, WI 53072-5526

or

SYSTEC Group LLC  
C/O Dealer Name  
2108A Silvernail Rd.  
Pewaukee, WI 53072-5526

Phone (262) 968-9014  
Fax: (888) 980-8177

**Payment address:**  
SYSTEC Group LLC  
2108A Silvernail Rd.  
Pewaukee, WI 53072-5526

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](http://www.gsaadvantage.gov) — menu-driven database system.



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info @ systemcgroup.com  
www.systemcgroup.com  
1-877-7SYSTEC



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## 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, 2011 through September 11, 2016

Refer to pricing and product information at [www.systemcgroup.com](http://www.systemcgroup.com) or [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

**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.



### PHARMSTOR –

A complete line of pharmacy solutions including standard items such as sloped shelves and gravity feed drawer systems. Designed to improve productivity, accuracy, and space efficiency of your pharmacy.



### 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.



### LABSTOR –

Modular laboratory casework and millwork, cabinets provide easy adjustability and relocation. Laboratory casework and cabinets can be provided in a wide selection of surfaces and materials including stainless steel to guard against germs and harsh chemicals.



### WRX-STOR –

Preconfigured units offer an unique and efficient storage option for small point-of-use storage needs. Available with bins, shelves, worksurfaces, and other accessories.



### EASYSTOR –

Linear storage systems can fit almost anywhere. They are available in multiple widths and depths to store supplies and charts. Lateral systems, available in two deep and three deep, are very 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.



### CASESTOR –

Modular medical casework is available in preconfigured modules or designed to meet your specific application. Modular casework has antimicrobial properties to minimize infection in your facility. Environmentally friendly, easy to adjust and relocate.