EXELA
TECHNOLOGIES

Records Management and Release

Comprehensive Source Material Administration and Digitization

Exela offers secure, cost-effective, end-to-end services for the confidential storage, retrieval, distribution, and disposal of hardcopy and electronic records. Our custom, client-specific solutions provide high-volume capacity, rapid retrieval capability, and full quality control.

COMPLETE PHYSICAL RECORDS MANAGEMENT

Exela's certified staff, trained in record disposition, will oversee the entire process of source material handling, from secure package preparation and transportation to storage, organization, release, and disposition.

› Storage and management of physical records in customer's facility or within Exela's national network of monitored, secure warehouses.

› Additional services include file organization, indexing, separation, redaction, rapid retrieval and routing, and shredding or incineration.

› Maintain full visibility with a records management system that integrates with legacy records systems to provide inventory tracking with chain of custody controls and customizable reporting capabilities.

SOURCE MATERIAL DIGITIZATION

Exela is an industry leader in records digitization, processing, and release. Document and image digitization provides a standalone solution or a service in parallel to physical records management. Digitizing records enables easy data aggregation and analysis, as well as simplified search and secure sharing functions.

› Flexible onsite or offsite scanning services utilizing Robotic Process Automation

› Processing capability for numerous file types, including images

› Automated data extraction, classification, and conversion from any typescript, using machine learning for 99.995% character accuracy

› Encrypted storage, redundancy systems, and disaster response systems

› Simplified search and rapid retrieval functions through a unified, secure portal

Benefits

Flexible, customizable, scalable solutions

Technology supplements highly-trained staff

Secure storage for physical and digital records

Quick turnaround time for release requests

Completely transparent process including audit trails, tracking, and reporting