



Cataloguing Records



Creation of an accurate database of your records in order to facilitate future retrieval.

Our experienced staff, who can facilitate onsite or offsite cataloguing projects, ensure key data is captured in line with your requirements.

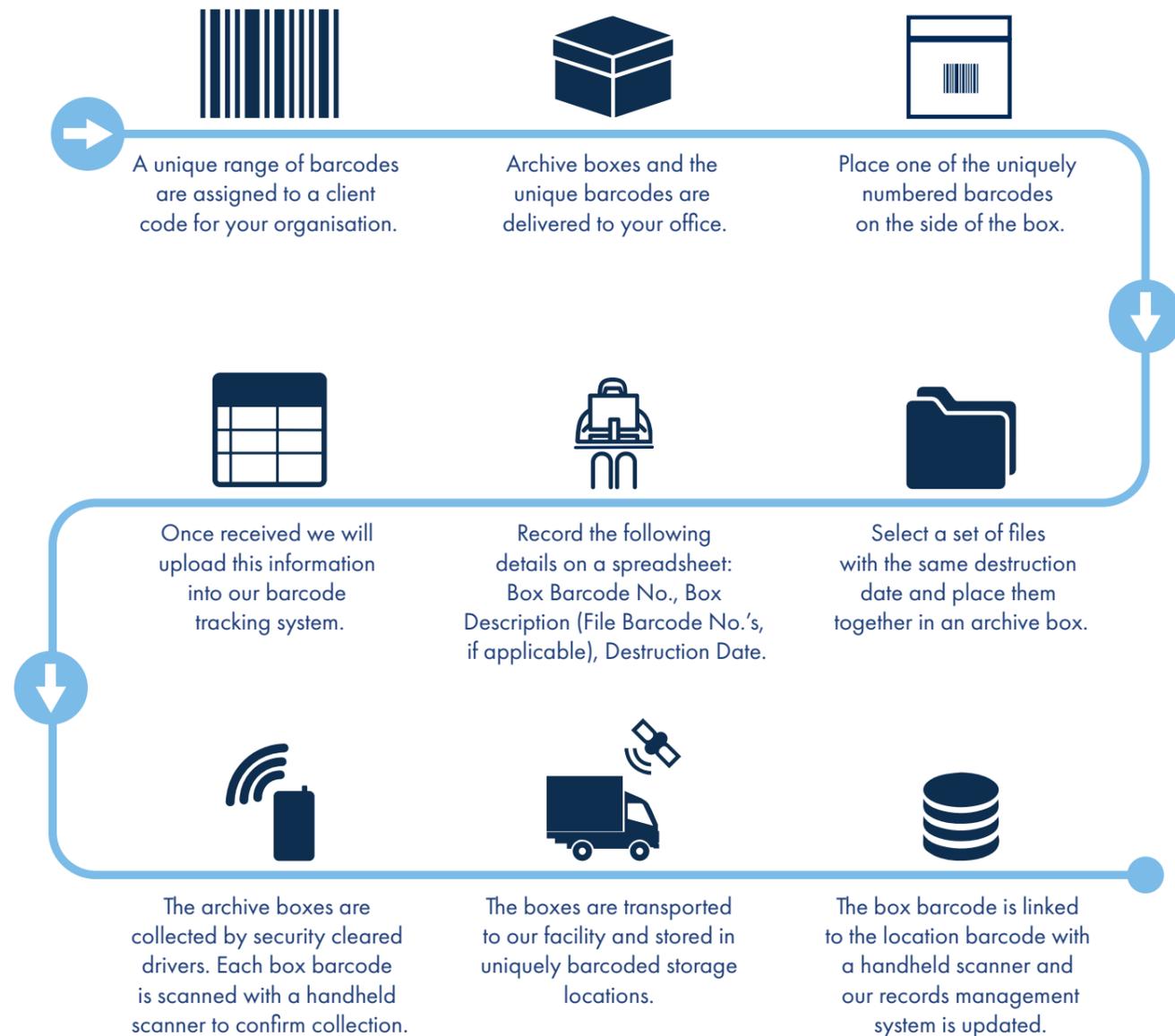
This service is suitable for organisations placing records into offsite document storage as they need to be organised within a barcoded archive box and cross-referenced to the box barcode number on your database. It can also assist organisations who are creating an in-house filing system.



Prior to commencing any cataloguing project, database fields are agreed. The fields required will depend on the level of detail that is needed for future record identification. Organisations that work with individual files (e.g. medical records, client files) typically catalogue at a **file-level** while organisations that work with general business documentation typically catalogue at a **box-level** (e.g. 2020 Invoices). Adopting the correct cataloguing approach for your organisation, or a specific organisational department, is the basis for having a good records management system in place.

Cataloguing for Offsite Document Storage

How the process works...



We recommend placing files with the same retention date into the same archive box, therefore when the retention date is reached the box can be shredded which saves pulling individual files for destruction.

A Glenbeigh Group Company.
Visit www.grm.ie for more details.



Utilising Barcode Tracking Technology

To track every step of a records lifecycle GRM have deployed the world's leading records management software called RS-SQL. We use this software on a day-to-day basis to manage all our records management processes. By utilising mobile barcode scanners this software can track multiple types of data including boxes (using box barcodes) and files (using file barcodes); from deposit to destruction, work order to invoice.



Box Level Cataloguing

A box barcode is placed on the side of the archive box and the box barcode number is recorded on your database. A description of the contents contained within the box is cross-referenced to the box barcode number on the database.

Client Code	Box Barcode Number	Box Description	Destroy Date
A000	1234567	A-C 2020	31/12/2030
A000	1234568	A-C 2021	31/12/2031



File Level Cataloguing

This level of cataloguing requires the archive box to be box barcoded and each file within it to be file barcoded. To start, a box barcode is placed on the side of the archive box and the box barcode number is recorded on your database. Select a set of files with the same destruction date and place a file barcode on each file. For each file capture the file barcode number and detail required from the file on the database. Place the file within the archive box and ensure the captured file data is cross-referenced to the box barcode number on the database.

Client Code	Box Barcode Number	Box Description	File Barcode Number	File Description	Destroy Date
A000	1234567	A-C 2020	F0000001	#A654	31/12/2030
A000	1234567	A-C 2020	F0000002	#A937	31/12/2030



For file-level cataloguing we can capture structured data (file reference) or unstructured data (title, description) from your files and adhere to controlled vocabulary if required. Our experience ranges from archive collections, to medical records, client files, and books.

Please Note: When the database is completed it can be uploaded to our records management system, RS-SQL, and made available on our online client portal. Using this portal the client can action services on the inventory and edit the inventory details if required. Should a client wish to not use this portal they can choose to retain and manage the copy of their database inhouse.

Freephone 1800 946 368



GDPR Considerations

Under GDPR, individuals or “data subjects” have a number of rights in relation to Personally Identifiable Information (PII) organisations collect on them, including access to their data, rectification of their data and erasure of their data. In order to comply with GDPR organisations need to first get a full understanding of the PII that they hold and then determine how it can be accessed.



Our cataloguing service can capture indexes from files containing PII ensuring you can swiftly identify them at a future date and comply with GDPR related requests. These files can be securely stored within unique locations in our document storage facility and made available for prompt retrieval or authorised destruction when their retention date is reached. A full audit trail on all file movements is also available.

Benefits of Cataloguing Records

Gain a detailed inventory of records

Multiple fields of information can be captured about each record during the cataloguing, making it easier to understand the records held in storage.

Efficiently search for records

The data captured can be efficiently searched on the electronic database at a future date.

Retrieve individual records from offsite storage

Specific records can be identified and retrieved from offsite storage, while saves the whole box having to be recalled.

Audit the movement of individual records

Barcoding each record during the cataloguing allows each record movement to be tracked throughout its lifecycle in offsite storage.

Identify records that are due for destruction

Capturing retention dates of records when cataloguing ensures records due for destruction can be easily identified (GRM recommend placing files with the same retention date into the same archive box, therefore when the retention date is reached the box can be shredded which saves pulling individual files for destruction).

GRM is certified with the globally recognised ISO 9001 standard for our Quality Management System (QMS) and ISO 27001 for our Information Security Management System (ISMS). These certifications provide evidence of our commitment to adhering to strict quality control measures and security procedures, ensuring customer satisfaction and peace of mind.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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