

Archive Systems



Virtual Records Center

Virtual Records Center (VRC) is a web-based system that allows customers to initiate service orders and query the status of current orders. It provides complete access to Archive Systems' full range of records management services, including Business Records Storage, inventory search, Secure Document shredding, Virtual Van and Off-site Data Storage. VRC also incorporates advanced security features that allow authorized users to access information 24/7 online from any geographic location.

Instead of having to wait for paper records to be retrieved from storage and delivered, records collections can be image-enabled utilizing VRC. Simply select the required files to be received by Virtual Van. The digital files will then be available in VRC where a document viewer can enhance images, add annotations, and distribute documents.

Features

- Simplifies the ordering of inventory and supplies as well as scheduling pickups
- Enables all index information for containers and files to be added directly into VRC
- Allows image-enabling to records collections by request through Virtual Van
- Generates a variety of reports to manage inventory more effectively
- Locates containers, indexed file folders, or media utilizing a variety of search methods

Benefits

- Boxes or files can be imaged and split into different documents for easier access, then imported into ASPEN Virtual File Room
- Instantly access and search inventory from anywhere
- Modify VRC display and format based on specific requirements
- Rename fields to enhance the user experience
- Improve compliance by creating reports highlighting documents that are ready for destruction based on established records retention policies



Department Code	Alternative ID	Sequence Begin	Sequence End	UID 1	UID 2	UID 3	UID 4	UID Date	Add Date	Status	Destroy Date	Series Code
0000	016748	0150	0287						11/02/1993	07/27/2000	In	10/31/2000
0000	016748	A	Z						11/02/1993	03/06/1998	In	10/31/2000
0000	048285	0150	0241						08/18/1994	06/01/1995	In	07/31/2001
0000	047811	0201	0201						01/21/1995	06/03/2001	In	
0000	047812	0178	0178						01/21/1995	08/07/1999	In	
0000	047813	0133	0135						01/21/1995	08/07/1998	In	
0000	047814	0155	0155						01/21/1995	06/13/1998	In	
0000	048247	0241	0241						09/28/1994	08/26/1994	In	
0000	063403	0150	0263						03/01/1995	06/01/1995	In	12/31/2001
0000	073357	0150	0292						07/20/1995	07/20/1995	In	12/31/2002

The Virtual Records Center provides full access to inventory for requesting physical and virtual file delivery, schedule pickups or deliveries, run reports, and order supplies.

Comprehensive Reporting

VRC provides the ability to create a variety of reports that improve the control of a company's information. The reports can be customized to provide more insight into account activity, inventory, online documents, and retention history. In addition, lists of destroyed documents can be created for compliance purposes.

Virtual File Delivery

Requests for files to be delivered electronically using Virtual Van are submitted through VRC. The documents are scanned and uploaded to the online repository for secure, instant access and viewing. The image then remains available on-demand. This enables companies to build an image archive that starts to transform businesses into a paperless environment.

Archive Systems

With over 20 years of experience, Archive Systems understands the complexities of records management, and provides customers with a spectrum of services and software systems to manage the lifecycle of their documents and vital records. By utilizing the most advanced technologies, we provide a solution to manage paper and digital documents and the connection between them. Archive Systems is the bridge to a paperless future.

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