



Business Records & Information Transition Services (BRITS)

Are you at RISK?

With over 20 years experience in the records and information management sector, Zenith is uniquely positioned to understand and fulfill your records management needs.

Zenith offers cost effective solutions to manage the archiving of your records during a business transition as a result of mergers, acquisition, divestment or expansion of your existing business. The outsourcing of these functions allows your staff to concentrate on your core functions and minimizes the legal and OH&S risks to your organization.

Time Critical Projects

Meeting unexpected deadlines puts a strain on any organization's resources. It is vital that organizations can minimise the search and retrieval times and hence the cost!

Zenith's experienced team of sentencing officers will ensure your business records are managed in line with organizational legal and regulatory requirements in the case of:

- Purchase or sale of a division or entire business entity
- Company restructure
- Subpoena or other litigation readiness
- Business or disaster recovery

Periodic Archiving

Implementing a regular archiving and records management program will result in tangible business benefits for your organisation which include to:

- Manage obsolete or redundant information, minimise storage costs
- Protect vital records
- Manage record in times of growth
- Better utilise office space and minimise OH & S exposure

Periodic archiving of records also ensures records are not retained past their approved retention period, decreases legal exposure and ensures you meet legislative requirements.

Clients we have assisted to reduce their exposure include:

Boral, Railcorp, Clayton Utz, Macquarie, ASIC, George Weston

www.zenmgt.com

