

# ScanBureau

SECURE. COMPLIANT. **EASY**

Viatek Scan Bureau provides a comprehensive end to end digitisation process. Our process is designed to provide an accurate, digital representation of your current paper based archive records.

*In NSW there is no barrier to organisations tendering digital images of records as evidence. They can be considered suitable to submit in legal proceedings in response to Government Information (Public Access) Act (GIPA) applications and for other evidentiary purposes. \**

The following is a step by step process followed by Viatek Scan Bureau to ensure the credibility of your scanned documents.

All digital records provided by Viatek Scan Bureau are in the following format:

- ✓ ISO Certified PDF/A-1a full text searchable digital file.

Scan Bureau is a secure, access limited facility. All staff are required to sign confidentiality agreements before employment.

Any customer engagement begins with Viatek and the customer signing a Non Disclosure Agreement.

Scan Bureau is fully insured for your piece of mind.

## Contact details

Phone: 02 49694888

Email: [scan.bureau@viatek.com.au](mailto:scan.bureau@viatek.com.au)

\*<https://www.records.nsw.gov.au/recordkeeping/advice/faqs-recordkeeping>

# Viatek Scan Bureau digitisation process

