



Newsletter

Rest Assured



ADR NEWSLETTER JANUARY 2013

Welcome to January edition of the monthly ADR Newsletter. ADR would like to wish everyone a Happy New Year and a prosperous 2013. In this issue we take a detailed look into a very significant project undertaken at Macquarie University in Sydney's North West.

FEATURED PROJECT

DOCUMENT RESTORATION & DIGITISATION AT MACQUARIE UNIVERSITY.



After a typically vicious Sydney storm the records storage area at Macquarie University was inundated with water. Concerned about the important documents on file in the facility Dr Neil Fraser (Director of Information - MQU) called the university's insurance company to address the water ingress and protect the documents. A senior Loss Adjuster from one of Australia's leading firms was immediately appointed to access the damage and determine the best course of action. With such a substantial amount of documentation (several million pieces) being affected by water it was crucial to arrest the development of mould before permanent damage was caused to the records. ADR used monitored dehumidifiers and air movers in the storage area to control the environment and prevent the mould from propagating further. The environment was stabilised and the equipment remained in situ for several weeks while the Loss Adjuster negotiated with all interested parties to determine the correct approach to the project.

ADR was appointed to remediate the affected documents in it's Document & Records processing facility specially designed with monitored and controlled environment chambers and remediation zones.



The records were removed from the storage area at the North Ryde Campus and shipped to ADR's Caringbah facility.

As the restoration began Dr Fraser recommended that digitising the affected documents as part of the remediation process would be of great benefit to his department. For the digitisation project to be successful it was imperative that the documents were converted into searchable text documents so that an electronic document and records management system could be used to support search, discovery and referencing of the information. ADR has a sophisticated multi stage digitisation process incorporating image capture, image processing and very accurate OCR technology perfectly suited to this project's objectives.



ADR staff scanning documents as part of the digitisation process.

It was decided that as the water affected records were processed for mould remediation and restoration they would also be digitised before returning to Macquarie University and ultimately on to a long term storage facility. By adding this step to the process Dr Fraser was able to develop a sophisticated electronic document and records management system called "Truth" which allows secure online access to all of the University's important records and documents. The system has a very easy to use web based interface and allows users to sign in and access publicly available documents like news articles and published papers as well as giving them secure access to the documents they have clearance to view.



Truth can be used anywhere in the world with internet access and from any device, thus allowing students and staff greater freedom and functionality.

ADR and Macquarie University collaborated on this project to develop a technically advanced digitisation and file management process and can now offer the same tailored innovative document management systems to other learning institutions, Government Departments and private organisations. Call us now to speak to one of our consultants about your specific digitisation project.

24 HOUR HOTLINE
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