



Digital Document Storage

Gain document storage efficiency and prevent lost or damaged documents

Smooth document access

Handling your case management system streamlines access to your current case documents but what are you doing with the files you retained before electronic management was introduced? Are they sitting in filing cabinets or archive storage boxes just gathering dust and taking up valuable space?

Case management storage

However old and worn, these older documents are still of value. Our service can help by converting hard copy files into digital format, ready to be incorporated into your case management system for easy storage and instant access. Varying levels of access can be set for authorised employees.

Our digital service

Documents are scanned on our state-of-the-art equipment. Our unique flatbed A2 scanner allows us to process even the largest or most fragile documents safely and without damage.

Our experienced scanning operatives monitor each page until the project is completed.

We ensure documents are reproduced to the best possible quality and that pages are in the correct order. We always check that nothing has been missed.

Completed scans can be saved as .tif files or be converted to .pdf files. We will follow your exact requirements as to how you want the files to be named. When completed, we can either supply the files on DVD or upload to your file sharing site. Alternatively, if you wish to grant access permission, we can upload directly into your case management system.

Upon completion, we can return your originals by secure courier. If you do not require the return of your original documents, we can offer secure document destruction that guarantees confidential data remains safe.

We are document experts

When it comes to documents, we can truly claim to have unmatched experience and expertise. Our customers come from every type of professional organisation including legal and medical practices, government departments, NHS trusts and educational authorities.

Client >

Colsterworth and District Parish Council

Sector >

Local Authorities

"We are now on the second stage of this project and ODP have been very helpful in directing us to bookmark pages so they are very easy to retrieve. Their knowledge and their service have both been a 10 out of 10".

> John Hannam
> Parish Clerk

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Your documents are safe with us

Our secure premises feature varying levels of restricted access. All digital document files are stored on our secure servers with strictly controlled permissions.

Staff members sign a confidentiality agreement when they join us and receive on-going training in all aspects of document security.

To provide complete peace of mind, we will be happy to offer you a personalised confidentiality agreement or to sign your own agreement.

Our charges are very competitive and start from as little as 5p per page for basic compilation. Please feel free to contact us for further information and we will be happy to provide a more accurate, no-obligation estimate based on your specific requirements.

We offer bespoke pricing for specific projects or on-going contracts and our rates are always tailored to ensure you get the best possible value for money.

More information

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