



DOCUMENTATION PROCESSING SERVICES

In line with the general commitment to offer new services segment to the Serbian market and the region, Saga started with the implementation of the project of establishing a center for documentation processing services at the end of 2014, and the center began to work in January 2015. In modern office space, set up with the latest equipment for documentation processing, Saga Scanning Center offers its clients a complete range of services in the field of processing and storage of business documents.

Documentation processing services involve:

- ① Physical documentation arrangement in compliance with legal regulations and recommendations of the competent archives;
- ② Documentation digitalization (scanning);
- ③ Documentation microfilming;
- ④ Physical storage of documentation;
- ⑤ Document destruction services.

Companies that cover all of these documentation processing segments are very rare, and Saga belongs to that small group. Saga Scanning Center performs documentation processing in the most modern environment, with the latest equipment and in accordance with the strictest criteria.



Articles 37 and 38 of the Law of the Republic of Serbia on cultural heritage require that all legal entities are obliged to mark, date, record, classify, archive and store all received or produced documents in an appropriate, legally prescribed deadline.

Official Gazette of the RS, No. 71/94 52/2011 - oth. laws and 99/2011 - oth. law

1 *Physical Documentation Arrangement*

Although documentation processing services are usually identified with scanning or microfilming, physical documentation arrangement is an essential processing segment, on which all further steps depend.

Legal entities (especially state-owned enterprises and state administration bodies), with the authorization of the competent archive, must, by law, have a document entitled "List of Categories of Registry Materials with a retention period", with a detailed description of the documentation structure that the organization owns and deadlines for keeping certain categories. Based on the aforementioned lists, another document is formed, "Archive Book", which describes belonging of specific documents to the described categories, their quantity and the exact physical location.

Within this segment, Saga Scanning Center offers consulting, mediation in communication with the relevant archive, concrete assistance in preparing the Lists and Archive Books and final physical arrangement of the paper documentation.



Example of unorganized and organized customer documentation



2 *Documentation Digitalization (scanning)*



Document preparation for scanning

The process of documentation digitalization includes all activities that begin with taking over the paperwork from the client and end with the delivery of the electronic documentation and the associated data in an appropriate format, as well as the return of the documentation to the client or its permanent physical storage.

The preparation of the documentation for scanning through fast professional flow scanners is essential for the quality implementation of the mentioned work and that is the reason why the Saga Scanning Centre pays special attention to it.

Preparation operators are performing all necessary activities, so the operator that manages the scanner can put the documents into the scanner without interruptions, which enables maximum use of the device performance. The scanned documents are returned to the Department for preparation in order to return to their original condition or prepared for long-term storage. Electronic documents are indexed and entered the attributes that will later enable them to be searched.

Saga Scanning Center uses the latest high-speed flow scanners (60 to 100 scanned pages per minute), flatbed scanners to scan page by page up to A3 in size, and special roll or flat scanners for large formats (up to A1).

3 *Documentation Microfilming*

Microfilm is an analog format for archiving documents. Before the advent of document scanners and the possibility of using electronic documents, microfilm was the only form of archiving documents. Originally, document microfilming was performed with the classic photographic process, using a microfilm camera. It is noteworthy that Saga Scanning Center recommends making the original microfilm (Silver-halogenid microfilm) and at least one copy (Diazo film) that the client uses in everyday work. A common part of the service is keeping the original microfilm in a safe, preferably remote location.

Modern technology owned by Saga Scanning Center enables the development of the microfilm by photographing digital documents, rather than the original paper ones.



Archive Writer

Physical Storage of Documentation



Physical storage of documentation involves the service in which a paper archive is relocated at the service provider (storekeeper). The documentation is transported to the depot where it is arranged, classified and indexed. Then it is packed in archival boxes which have a unique identification on them (identification number and/or barcode) which provides quick and easy retrieval of the required documents.

Saga Scanning Center owns a modern archival depository (rooms with high levels of physical and fire safety), and thanks to a high-quality document indexing, offers a guarantee of delivery of originals or scanned copies to the customer in a defined period of time.

5 *Document Destruction Services*

This type of service is associated with a retention period of the documents to be processed. The documentation for which, according to the List of Categories of Registry Materials, the retention period has expired, or which does not have a permanent retention period can be destroyed on the basis of the approval of the relevant archives.

Document destruction in the Saga Scanning Center is performed by using appropriate devices (so-called. "shredders"), after which the paper can be used only for recycling.



Saga Scanning Centre Capacities

Saga Scanning Center currently has storage with the capacity of about 40 million documents, and is planning to expand it. Documents can be stored for a shorter period (during the digitalization and/or microfilming) or for a longer period (physical storage).



Saga Scanning Center
7 Savski Nasip
11070 Belgrade, Serbia

+381 64 860 63 58
+381 64 860 61 80

scanning@saga.rs

SAGA
new frontier group

Saga d.o.o. Beograd
64a Zorana Djindjica Blvd.
11070 Belgrade, Serbia
www.saga.rs

