

Press Release

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## **Metrofile highlights records management compliance and regulations**

Metrofile's Kwazulu Natal (KZN) branch recently hosted its first Records Management Conference at Greensleeves Camelot, situated in Hillcrest, outside Durban. The conference, which the company hopes to continue as an annual event, was attended by various public and private sector delegates including Ethekewini Municipality, Departments of Housing, Education, Sports and Recreation and Public Works, and Nedbank.

"We have realised that many companies do not fully understand the legislation and regulations that govern the retention of records and more specifically, electronic documents. An example is the ECT Act, which came into play in 2002, which has had a profound effect on electronic communications within companies, especially in terms of electronic contracts, evidence and records retention. In light of the many general misconceptions, we felt our market and customers could genuinely benefit from us sharing our records management knowledge at this conference," says Peter McLaren-Kennedy, sales and marketing director for Metrofile

Aimed at all sizes of private enterprise, as well as government departments, the conference focused on delivering insights into regulatory compliance laws that currently govern various industries as well as legal requirements, in terms of outsourcing and migrating information into electronic document systems.

The conference was opened by KZN Archives' Mr Rishi Singh, who confirmed the need for responsible and compliant records management, not only for operational and financial needs, but also for the sustainability and the future preservation of the provinces' records management and storage.

The conference was hosted by Paul Mullon who is widely recognised as one of the leading experts in the country on records management. Mirroring the insights of the workshops he regularly runs for South Africa's leading institutions, he provided insight into their experiences and exposed delegates to the varied records management needs of both public and private sectors. Mullon has been instrumental in extending the reach of records management and skills into provincial government departments on behalf of Gauteng Provincial

Archives. Apart from instigating many training sessions on legislation applicable to records management, he has also produced many international papers on key records management principles. Mullon covered key pivotal records management issues facing many organisations such as legislation, outsourcing, and migrating to an electronic environment.

"The objective of the session was to provide clear insight into the various aspects of records management legislation, thereby assisting our customers in bolstering their own initiatives. This conference also highlighted the importance of like minded businessmen sharing experiences, challenges, insights and successes. It is the collaboration between Metrofile and our market that helps us to understand the solutions organisations require in order to innovate and move our services forward," McLaren-Kennedy concludes.

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## Note to Editors

### About Metrofile

Established in 1983, Metrofile is the market leader in Africa for information and records management (on and off-site). The only company to provide full end-to-end solutions, Metrofile services customers across all sectors of the economy.

Metrofile's extensive range of services enables companies and organisations to use, store, and recycle their records and information quickly, intelligently and cost effectively – freeing up valuable physical and human resources. Our services include records management, image processing, paper management and extensive range of information solutions including the supply and maintenance of scanning and document handling equipment, software development, online storage and hosting, consultancy and training.

Metrofile Holdings is quoted in "Support Services – Business Support Services" Sector of the JSE Limited (JSE).

## Media Enquiries

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