

## Our Corporate Clients



For more information, or to discuss your requirements, please contact:

**Mark Coleman**  
07767 305777  
mark@sds-group.co.uk

**Andrew Harris**  
07814 710179  
andyh@sds-group.co.uk

**Derek Blezard**  
07808 712928  
derekb@sds-group.co.uk

SDS Education is part of the SDS Group of companies

Telephone 01202 496513  
www.sds-education.co.uk  
www.sds-group.co.uk

Suite 5 Hello House  
135 Somerford Road  
Christchurch  
Dorset  
BH23 3PY

**sds group**



## Our Schools Clients



**HMC** Recommended and approved by the HMC, whose archive of Reports of Committees and Annual Meetings were successfully archived on CD-ROM, and which have since been updated for the web

## Estates Files, O&Ms and Plans

SDS Asbuilt O&M Archive is a bespoke web based platform designed with the specific task of storing and retrieving the many different records and documents relating to the property management of a school. It is a multi-platform system and can be accessed with a computer, tablet or smartphone. It supports all associated types of documents, including:

- Large Format Plans Schematics Maintenance schedules
- O&M Files Project Files Certification
- Deeds Photographs Management Files
- Asbuilt Drawings CDM H&S

Our inexpensive system has no annual fees, so you own the license outright. It features a custom search function which enables searches using property name, document title, and even key words or phrases within the body text or record's comments. We can put together an FM Living (hierarchical) Tree of all your current records, and create an easily searchable and safe virtual data room. This can provide you with a growing filing repository that occupies no space, and is totally robust from disaster.

Other system features include document management, workflow reports, audit trails, and logged access (both internally and externally) to all or selected files. The efficiency and security benefits of using a digitized system such as this one are numerous, and include:

- Total security ensuring no documentation can be ever lost, damaged or misplaced
- Fast access to all documentation, even when on site
- Significant space savings and economies in administration
- Recovery from disaster



We scan, convert and manage: CDM, O&M, H&S, M&E, Asbuilt Drawings, Project Directories, Maintenance Files, Building Certificates, Estates, House & Management Files



## School Records Administration System

With nearly 20 years' experience working with UK schools, SDS have created many bespoke systems for virtually all elements of records management across the many departments within schools. We currently work with over a hundred of the HMC, GSA and Independent Schools. The new School Records Administration System (SRAS) has been developed as a result of working with these different schools and their departments. It provides the ultimate solution to document management. One system that securely and efficiently encompasses all school records.

SDS has developed the SRAS document management system to enable you to efficiently control, manage and govern all the administrative records within your school, ensuring it remains ahead of the ever rising demand for legality and compliance. The secure web based system is icon driven, with each icon leading through to multiple levels below. Each department may have different security and access levels.

SRAS is designed to complement MIS and Financial Management Systems. Each departmental section is configured to the structure, layout and content of its documentation requirements. Key features and benefits include:

- Aids and assists in School Inspections
- Full audit trail
- Expandable and flexible
- Administrator edit facility
- Multi level password security
- Document upload facility
- Access via PC, Mac, iPad and Android tablet devices
- Simple to use and develop

**The Traffic Light System**  
The SRAS "Traffic Light" warning system provides an instantly distinguishable colour-coded overview of documents due for renewal or expiry, which is essential in this age of compliance. It is designed specifically to encompass the many different records that must be regularly reviewed, such as policies and procedures, health and safety documentation, insurance, servicing maintenance, and so on.

It clearly indicates:

- Current records
- Policies due for review or renewal
- Overdue and expired documents
- The person or department responsible for the update of that record.

Additionally, specific e-mail addresses can be input to ensure the responsible person is pre-warned of a document's impending review date. Warning periods can be defined within the system, too.



TRAFFIC LIGHT COLOUR CODING HELPS YOU QUICKLY FIND DOCUMENTS THAT REQUIRE IMMEDIATE ATTENTION

## Governors Minutes & School Registers



Our most prestigious client for this type of document archive is the HMC, where the project commission was to provide a secure web site with full access to an archive of Governors Minutes and Order Books. These were currently held in bound volumes, and dated back to the 19th Century.

Non-destructive scanning was carried out on the books so that the archive was returned in exactly the same condition in which they were collected. We then built a bespoke database and web site solution tailored to the indexing format of the minutes.

As well as OCR-ing the text of the body of each document so that every word on every page is searchable, the indexing also included key areas of information-atomisation and meta-data capture, such as: meeting type, date, and principal content of the meeting.

Other clients for whom we have archived minutes include **The Schools and Foundation of King Edward VI** in Birmingham, **St Dunstan's College**, and **Merchant Taylor's School** in Crosby.

## School Registers

One of the most precious items in a school's history is its archive of registers. Oftentimes, there is only one copy, and for the most part these are handwritten. Because of this, automatic character recognition is almost impossible. In these cases we meticulously and manually transcribe the original documents after scanning and processing so that the information contained is fully searchable.

The result is a document that allows for searches in all sorts of detail. For example, it would be able to tell how many OBs went to Touche Rosse, or how many doctors there are (all this information is stored in meta data alongside each name in the register). The scanned images of the register is combined into a page-linked database, into which additional data can be added, if it becomes available at a later date.

SDS Education offers two alternative packages for archiving registers: either a fully-comprehensive solution, with everything scanned and all the data read and inputted by our staff, or a collection of scanned images with page-linked database, but without manually transcribing all of the information contained within. Both packages can be added to one of our heritage systems.

**The Royal Hospital School World War I Record Digitisation Project**  
With seven A2-sized volumes containing over 3,300 pages and detailing in excess of 102,300 hand-written individual entries, the task of digitising the records of The Royal Hospital School WWI archive, and providing the data in a comprehensible and end-user-friendly digital system, required specific operation planning and organisation.

As part of the client's requirements, each entry required extraction of specific information from the individual record which, when displayed in the digital archive, provided at a glance, all the details needed to locate, identify and provide essential information on the history of individual people.

## Scanning Techniques

The SDS Group is one of the country's leading scanning bureaus. At our offices we can scan and archive a complete range of paper documents, including:

- **Normal A4 paper**  
We have the capacity to scan and convert between 12,000 and 40,000 A4 sheets of paper per day.
- **Black and white**  
Documents from the size of a business card through to A0, including engineering diagrams, maps, and architectural plans.
- **Colour**  
We are one of the few organisations in the country who own an A0 colour scanner. Documents the size of a business card, or as large as 47" x 33" can be digitally converted at our bureau.
- **Photographs**  
We can process up to 3,000 colour photographs per day, ranging in sizes from as small a postage stamp through to anything as large as one metre in width by 20 metres in length.
- **Other media**  
We also have the facility to convert existing microfiche and microfilm archives to electronic files and incorporate them into the resultant document management solution (DMS). This includes conversion of microfiche, aperture cards, and 16mm or 35mm roll film.

Our comprehensive range of equipment ensures that regardless of whether we are dealing with 100,000 pages of personnel records or the most fragile document, the largest plan, or longest photo, all can be scanned safely and efficiently. Every item is individually handled by our staff.

**Planetary Scanners**  
With precious or fragile books it is often necessary to use a planetary scanner to safeguard the spine of the book. Our specialist overhead or planetary book scanners can be used to scan all kinds of books, and can facilitate many different sizes, thicknesses and types of bindings. It is especially easy on battered old volumes, or rare and priceless books.

**Face-up scanning**  
These scanners feature a unique v-shaped book cradle and transparent plate to help protect bindings. Scanning is performed without laying out books flat and applying undesirable or unnecessary force to their bindings.

**Large Format Scanners**  
Plans up to A0 size can be scanned, as well as documents up to ten metres in length.

## What is OCR ?

Optical Character Recognition (OCR) programs convert scanned documents so that each word contained in the content is "recognisable". This enables the document content to be searchable within programs like Acrobat Reader, and our own database management software. It also means that text can be copied and pasted from the scanned document to other applications. Like any software application, there are different standards of accuracy. Our OCR methods produce a very high level of accuracy - close to 99%.

## experts in managing school archives

A single CD-ROM can store up to approximately 30,000 sheets of scanned A4 paper documents, or up to 3,000 large format A0 drawings.

- **annual reports** • **books** • **bound volumes** • **bulletins** • **bursar's office files** • **certificates** • **conferences** • **contracts** • **deeds** • **diaries** • **directories** • **drawings** • **general correspondence (letters of historic importance)** • **heritage documents** • **letters** • **listings** • **maps** • **manuscripts** • **memoirs** • **minutes** • **newsletters** • **newspapers** • **notebooks** • **original architectural plans** • **paintings** • **plans** • **photographs and slides** • **publications** • **records** • **reports** • **roll of honour** • **school lists** • **school magazines and journals** • **school registers and roll books** • **scrapbooks** • **scripts** • **sketches** • **transactions** • **year books**



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annual reports • books • bound volumes • bulletins • bursar's office files • certificates • conferences • contracts • deeds • diaries • directories • drawings • general correspondence (letters of historic importance) • heritage documents • letters • listings • maps • manuscripts • memoirs • minutes • newsletters • newspapers • notebooks • original architectural plans • paintings • plans • photographs and slides • publications • records • reports • roll of honour • school lists • school magazines and journals • school registers and roll books • scrapbooks • scripts • sketches • transactions • year books

