

Attachment D – Records Management Outsourced providers

Below is a list of the outsourced records management providers providing services to the Community Services Directorate.

1. The Information Management Group (TIMG formerly known as Databank) – Office Media Storage and Data Protection – External Outsourced Records Management Provider

Type of Recordkeeping Service Provided: Commercial storage and retrieval - the Directorate currently stores 150,000 inactive records offsite with Databank at its Hume repository.

Contract Number SA.2015.009

Commencement date 1 November 2015

Expiration of contract – 3 years

Contact officer – Kevin Knudsen (CSD Records Manager)

Repository Address:

Hume warehouse 10 Sleigh Place Hume 2620

Postal Address:

The Information Management Group

PO Box 251 Alexandria NSW 1435 Australia

Phone – Operations 1300 764 954

Access and Availability: Services are available 24 hours a day, 7 days a week, 365 days per year.

2. Shared Services Record Services – Internal ACT Government Outsourced Records Management Provider

Type of Recordkeeping Service Provided: Internal ACT Government outsourced arrangement, for the creation management and storage of Community Services Directorate's records.

Repository Address Mitchell Warehouse Sandford Street Mitchell ACT