


Archival consultancy, overview

Understand at a glance how our
consultancy services can
optimise your archive
management.



Labgroup

Why partner with an archiving consultancy service?

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- 01** Managing information **effectively** on a daily basis
 - 02** Ensuring your **legal and regulatory compliance**
 - 03** **Securing and preserving** your data
 - 04** Turn your document assets into a **driver of efficiency**

Your archives, our expertise

Today, archives represent a real asset for you, companies and institutions, which produce thousands of documents every day. This heritage, at the heart of your business, **deserves rigorous and efficient management**.

Labgroup supports you in this transformation by offering **simple and secure solutions** designed to ensure **legal compliance, protect** your sensitive data, and **optimise information flow**. The goal: to help you save time.

Through our consultancy services, we **assess your needs, define a tailor-made document management strategy and help you implement** effective processes.

To achieve this, our consultancy services are structured around five key stages:



Analysis & Recommendations

This room is full of all kinds of documents... How should I manage this?



I analyse your practices and offer you clear solutions.



This first step involves **examining** your organisation's document and archive management system, identifying its **strengths and weaknesses**, and then proposing **tailored solutions** to improve the management, compliance and value of your archives.



The archivist consultant will carry out an assessment and then provide you a report of their analysis. They will also advise you on best practices to implement **to ensure simple and secure archiving**.

Organisation & Governance

Having reviewed my documents, what comes next?



I organise your documents and establish clear rules to ensure they are managed effectively.



The organisation and governance stage involves **structuring the management of your archives** by defining clear rules, procedures and responsibilities. It ensures that **roles are well distributed, practices are harmonised** and the document **lifecycle is better controlled** within your organisation.

The archivist consultant will use the appropriate tools as a methodological and operational framework to structure, manage and oversee your archives:

**Sorting
table**

**Archiving
policy**

Filing plan

**Archiving
procedure**

**Naming
convention**

Implementation

I have a clear structure and rules for archiving, but now I need to put it all in place.



I organise your documents so that they are easy to manage and quicker to find.



Implementation involves applying your new method of archiving and managing your documents. The archiving consultant **oversees and supervises the day-to-day management of documents**, from their creation to their storage or destruction.

Once again, the archivist consultant will use various tools or actions, such as:



*Are you a public body and/or subject to special regulations, and would you like further information?
Please contact us!

Training & Support

How can this new document management system be implemented so that it becomes a standard practice within the company?



I will guide you step by step through the learning document management process.

Tailor-made training and support are provided to help you master the management of your archives.

We guide you to ensure efficient, secure organisation and that complies with current standards.

The archivist consultant's role is to **support and train staff** so that they become proficient in internal document management.



Follow-up

How can I ensure that this new document management system is maintained within the company?



I can assist you occasionally, depending on your needs.



The monitoring mission consists of intervening, **according to your needs**, to determine whether specific actions are necessary and to implement them if required.

Our support does not end when the project is complete: we remain available throughout the year to assist you with document management, in particular through:



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Please contact us!

Why choose Labgroup?

Our expertise & our commitments

Proven expertise in the field



Our Security, Quality & **CSR** commitments

- ISO27001 & ISO9001 certifications
- ISO14001 certification & CSR Label
- PSDC certification: Provider of Dematerialisation and Conservation Services
- PSF Support Status
- Compliance with GDPR, DORA & NIS2
- Hosting in Luxembourg, in Tier IV datacentres
- Resolutely European in our choices

Why choose Labgroup?

Our involvement in the world of archiving

Active involvement in national associations since 2011:



Participation in or organisation of events in the field:



Contact us

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