Our Corporate Clients



















































































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:

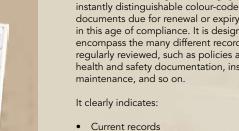
- Large Format Plans Schematics Maintenance schedules
- O&M Files Project Files Certification Deeds Photographs Management Files
- Asbuilt Drawings CDM H&S

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





Policies due for review or renewal

be defined within the system, too.

update of that record.

Overdue and expired documents

The person or department responsible for the

Additionally, specific e-mail addresses can be input

document's impending review date. Warning periods can

to ensure the responsible person is pre-warned of a

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.

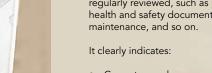
SDS has developed the SRAS document management system to enable you to efficiently control, manage and govern all the administrative records within your school, ensuring it remains ahead of the ever rising demand for legality and compliance. The secure web based system is icon driven, with each icon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

SRAS is designed to complements MIS and Financial Management Systems. Each departmental section is configured to the structure, layout and content of its documentation requirements. Key features and benefits EACH SECTION CAN HAVE ANY NUMBER OF SUB-CATEGORIES. IT IS EASILY NAVIGATED

- Aids and assists in School Inspections
- Multi level password security
- Access via PC, Mac, iPad and Android tablet devices

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



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

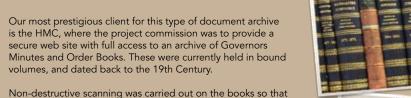
the precise categorisation is fully customisable to meet • Traffic Light System to show status of document your particular requirements:

- - Safeguarding & Welfare of Children Policies
 School Inspection Policies
 School Health & Safety Policies
 - School Improvement Policies

THE MAIN SWITCHBOARD.

Hamiltonia > Gentleton and Constance > Ges Selve

Chapter and Verse



the archive was returned in exactly the same condition in which they were collected. We then built a bespoke database and strong Enams , 1881 (3.10) , 1883 (19) , 189 web site solution tailored to the indexing format of the minutes. Cambridge B.A. Smam. 1877 (0) Conspirate Exams 1879 (4.11) 1882 (2)

Governors Minutes & School Registers

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 Examinations, Public Competitive, 1880

Greek Teaching 1887 (3.6) 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 pagelinked 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.

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.

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 AO, including engineering diagrams, maps, and architectural plans.

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. 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.

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.

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

ten metres in length.



COLORTRAK LARGE FORMAT SCANNER

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

What is OCR?

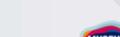
















































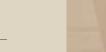






















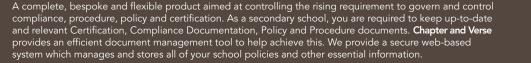






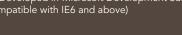




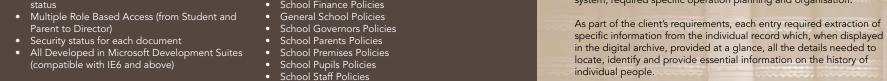


Typical policy sections might include the following, but

- Full Reporting
- School Community Policies Full Audit Trail at every perceivable level and
 School Environmental Policies







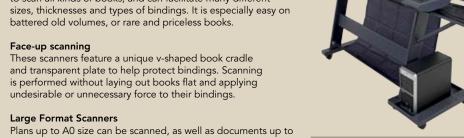


Constitution of Conference 1877 (13,14) 13.

Easter Holidays 1880 (1) 1881 (4)

HMC GOVERNERS' MINUTES ARCHIVE







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%.













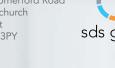


















Mark Coleman

07767 305777

Andrew Harris

07814 710179

Derek Blezard

07808 712928

mark@sds-group.co.uk

andyh@sds-group.co.uk

derekb@sds-group.co.uk

Telephone 01202 496513

www.sds-education.co.uk

www.sds-group.co.uk

About us

With offices in Dorset and Hampshire, the SDS Group is one of the UK's leading private companies in the We can take any type of magazine, journal or publication and build a useful and lasting archive. This historic fields of scanning and archiving. The company has operated for more than twenty years, and it proudly archive of your school's publications could from sources diverse as glossy magazines or original single page includes many HMC schools, FTSE100 and other public listed companies, as well as government and local newsletters. They can be a combination of black and white, or greyscale images (such as engravings or authorities amongst its enormous list of satisfied clients. Our scanning bureau is set-up to equally facilitate sketches) or full colour printed material. the scanning of bulk paperwork for archiving and database retrieval purposes, and for carefully digitally

We only build bespoke software solutions for our clients that are designed to complement our document archiving services. We make available these archives across a range of media, including CD/DVD, USB memory stick, and via secure web sites (using our own servers and Amazon cloud-based solutions).

preserving copies of rare and fragile items for preservation and digital restoration.

Our specialist areas include

Human Resources

Complete scanning and document management systems for HR and personnel files.

Web-based systems specifically tailored for insurance claims handling, with secure document scanning solutions for pensions departments. management and workflow.

Operations and Maintenance building manuals for solutions specific to livery companies. the construction industry.

Effective document management and scanning services for legal LLPs and legal departments.

Document management solutions for boards and better business continuity and disaster recovery secretariat departments to control the flow of paper. solutions for facilities managers.



Everything is carried out in-house, from scanning and processing, to bespoke database development and web design. Our client-specific products and scanning services offer the following:

• All pages are scanned at the optimum resolution for your finished product. Where the original volumes

• We perform page re-imposition and clean-up of every scan to ensure marks are removed and the text is

- are bound, we can process them without causing distress or damaging the original documents. All pages are "OCR'd", which means that the content can be searched using our software.
- Colour, black and white, and sepia images are scanned separately and merged to ensure quality.
- Optional animated page turning feature
- search criteria. • Facility to export search results to an Excel-compatible spreadsheet, which can be helpful for research
- Your finished product can be supplied as a Web site or standalone DVD-ROM, and is developed using

• Supplied with a complete back-up of scans, and all web site graphic and database files.

• Full edit and upload facility for web site products. This enables you to keep the archive up-to-date.

No licence fees. You will own the software, data, and web site or DVD that we produce for you.

• Collection and return of your archive in person by full-time members of SDS staff. No couriers used.

• Web site hosting is included for your online archive, or it can be hosted internally on your own servers.

Bespoke turnkey scanning, archiving and design

Board and Secretariat

Property and Estates Document and information management for

properties, estates, construction, legal and facilities.

Document management and work-flow systems and

vour corporate identity and colours.

Each product is fully Microsoft compliant.

There is no obligation to use SDS for any future scanning.

• Unlimited users. Each can be issued with a personal username and password if you wish. • Control access of certain documentation, so that sensitive data can be made available for senior staff

Archiving of fragile, historical and precious artefacts

Improved productivity, real estate cost reduction,





Promote that special occasion for your alumni with the SDS "Reunion" display system. This customisable and multi-use platform adds excitement and interest to any sized get-together, with a mesmerizing kaleidoscope of constantly changing photos. It's simple to use and easily editable, and can not only enhance any reunion but, by saving the information

- We have recently completed a digital archive of "The Harrovian" (from 1828 to the present day), which is the
- publication of **Harrow School**. This is fully searchable and available online, and is hosted on our own servers. Up to 200 editable profiles
- For Christ's Hospital School we have archived various handwritten archives including: 'The School Anthems' -113 A1 sheets of school songs dating from 1610-1862; the Christ Service book – detailing pupils attending • Every "article" in every issue is separately listed in the database, bespoke to your archive's requirements. navigation courses in readiness for the Royal Navy from 1675-1887; also a 1787 book detailing the Multi-platform compatible departments and personnel roles in running the hospital; and the detailed Memoirs & Experiences of a Blue Superior levels of search features, with over 150 levels of Boolean search, if required. You choose the Web-based

Coat Boy from 1808-1814.

archived material.

Examples of our work

For **St John's School** in Leatherhead we have digitised their entire history of archives including journals, photographs, slides, war memorial, student record cards, fixture lists, school register, school lists and roll Multi-use – or leave on constantly calendars. All archives are accessed online using via username and password access to control security.

With our many years of experience in the market place we understand the kind of heritage archives that

exist in a school establishment. This includes the understanding of the structures of archives of journals,

minute books, transactions, year books and so on. Therefore, we can confidently scan and index every page

into a relevant subject category. For example: articles, obituaries, book reviews, speech day, poems, sports

(often followed by sub-categories such as Fives, cricket, or rugby). Typical multiple Boolean searches that

can be made include searching for documents by date, author, title, keyword, document type, and words

which appear in the body text. As the client, you define the categories and search criteria to best suit your



and retrieving it for the next one, it can also make the whole process of getting people back together not

only more fun, but more efficient.

Additional event photo gallery

Fully searchable

- Fully customisable top title banner
- Twin or single "Then & Now" photos, each with editable biography
- Optional "Top Ten" carousel photo profile bar
- Optional password protection
- All data can be securely saved and re-used

SDS's reunion system can assist in promoting the event,



Harrow School

St John's School Leatherhead

The Queens Royal Regiment of Surrey

Hurstpierpoint College

Eton College

We offer a specialised document management archiving and database solution for schools who wish to

build a lasting dedication to alumni who fought and participated in World War I and World War II. We can

archive all manner of materials, including complete year books, journals, photographs, registers, military

varying degrees of visitor interactivity (including calendars, featured articles, blog and comments areas).

WWI Memorial Website

WWI Memorial Albums

WWI Memorial Website

WWI Memorial Website

WWI Archives including:

"List of Etonians who Fought in the Great War"

WWI Diaries. A day by day account of their activity and losses

WWI Old Cheltonians & Masters list book

Grindle memoir of College 1916-19;

Behind the German Lines 1921

Ridley school reports 1918-19;

List of OWs in armed forces 1914:

Stirling Letters sent home 1916-26;

Wellington College Pink Roll 1917;

WCOTC Records 14-15-16 to Q16 1914-16;

Dedication of War Memorial Order of Service 1922;

(Capt. C.F.L. Templer (OW) escape from POW camp);

Packet of Williams letters and ephemera 1912-17

From this source material, SDS can produce either a basic package, which contains all the scanned

cuttings, personal memoirs, and even film and Magic Lantern slides.

SDS has already created war memorial archives for the following schools:

and community records, letters, Rolls of Honour, diaries, memorabilia, ephemera, OTC/CCF Records, news



Lancing College Chapel Lancing College have the world's largest school chapel. SDS Education is

currently scanning all of the architectural plans dating back to 1868, including the associated photographs, and building works. The plan is to build a dedicated web site to access all the archived material.

With numerous original chapel plans and artefacts, digitisation of the college

archives comprised large format (A2 size and above) high resolution scanning and conversion to multiple format digital media along with specific data documentation, indexed, and searchable via a bespoke database; or a more advanced online solution with extraction, all returned in an Online Digital Archive, fully searchable and with hard copy location codes for locating the original items from within the school Both packages include bespoke design and build of an online portal, and costs include the first 1,000 items (a photograph, for example, constitutes one item). Additional items can be added as an when required for a Archives Store when required.

Harrow Families

Harrow Families is a remarkable and unique historical archive and is a testament to the loyalty to Harrow School of over 800 families who have sent their sons to the Hill for several generations and, in some cases, since as far back as the middle of the seventeenth century.

The record was first devised and compiled by Major R O Bridgman, himself a member of a family who are represented in seven direct generations. Major Bridgeman's great great grandfather, Orlando, 1st Earl of Bradford, entered Harrow in 1770, whilst his grandson Constantine, the 29th Harrovian member of the family, was Head of School in 1987-88. In addition to compiling family trees, Major Bridgeman kept meticulous lists of members of these families who had achieved distinctions – for example, winners of the VC and Prime Ministers, as well as more local achievements such as Heads of School.

The Glass Slides of Wycliffe College

Captains of Cricket and so on.

SDS scanned and digitally restored over 4,000 glass slides for Wycliffe College, many of which have not been seen for over a hundred years.

The need to keep students', staff and financial records for a long

boxes or filing cabinets full of documents is cumbersome and fraught with potential problems. For not only does it take up valuable space and encumber staff with the inconvenience of leaving their desks to laboriously search through piles of files, but irreplaceable items can also get misplaced, damaged or

The Solution SDS Education offer a cost-effective and convenient solution

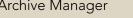
to storing all student, staff and financial records, and any other archive materials too, by carefully scanning, storing and indexing these files. Once digitised, they can be made immediately accessible and fully searchable either online, via your school intranet or on CD-ROM or DVD. At the click of a mouse button you will have instant access to your otherwise cumbersome records.

time can be a burden for you and your staff. Physically storing

Comprehensive Indexing

It's not simply a matter of keeping records safe. We are also able to provide a comprehensive indexing system which can be tailored to meet your specific needs. No longer will you need to have files stored in bulky filing cabinets taking up valuable space. You can have full indexing of records, enabling you to search for example, any file by student name, or year of entry, date of birth or any other criteria of your choosing. With our software, we are able to exactly mirror your existing document storage system, or even improve

All school departments deal with a wide range of document types in their day-to-day running. Typical examples such as Student Leaver Records, Staff Records, and Bursar Records can be scanned, processed and added to our database system, making it easier to store and retrieve with them securely and quickly. All are fully indexed into their specific categories which is tailored to your current filing system.

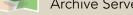


hierarchy of materials descriptors, accession management and extensive documentation about the persons and agencies associated with the provenance, donation and use of archival materials. Classifications systems include keywords, categories, collection types and functions. Documentation may be enhanced by attaching one or more images to any item, accession, person or agency record. Item records may also be linked to external documents, providing on-line access to electronic records. Status and location information may be maintained for any number of physical copies of an archival item.



contained in an Archive Manager database. This optional add-on to Archive Manager allows you to publish your archival catalogue on the web. It may be configured to meet your corporate web display standards, making it easy to incorporate into an existing web site. Available in both Java Servlet and Microsoft Active Server Pages editions, Archive Browser may also be configured for use with Archive Server databases.







This package effectively incorporates the functionality of both Archive Manager and Archive Browser in a

database, making it ideal for organisations that maintain more than one archive, and require all archives to be managed in a consistent way by sharing a common set of classification systems. The archival context and user privileges are determined through the use of application level user accounts While most user accounts are associated with a specific archival division, appropriately privileged users may view the entire set of















































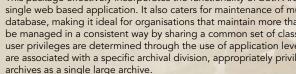


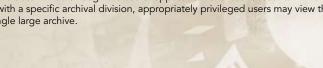




















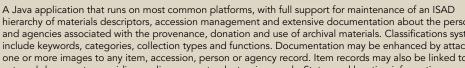




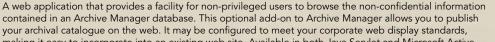


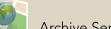


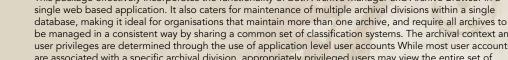


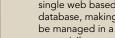












archives as a single large archive.

