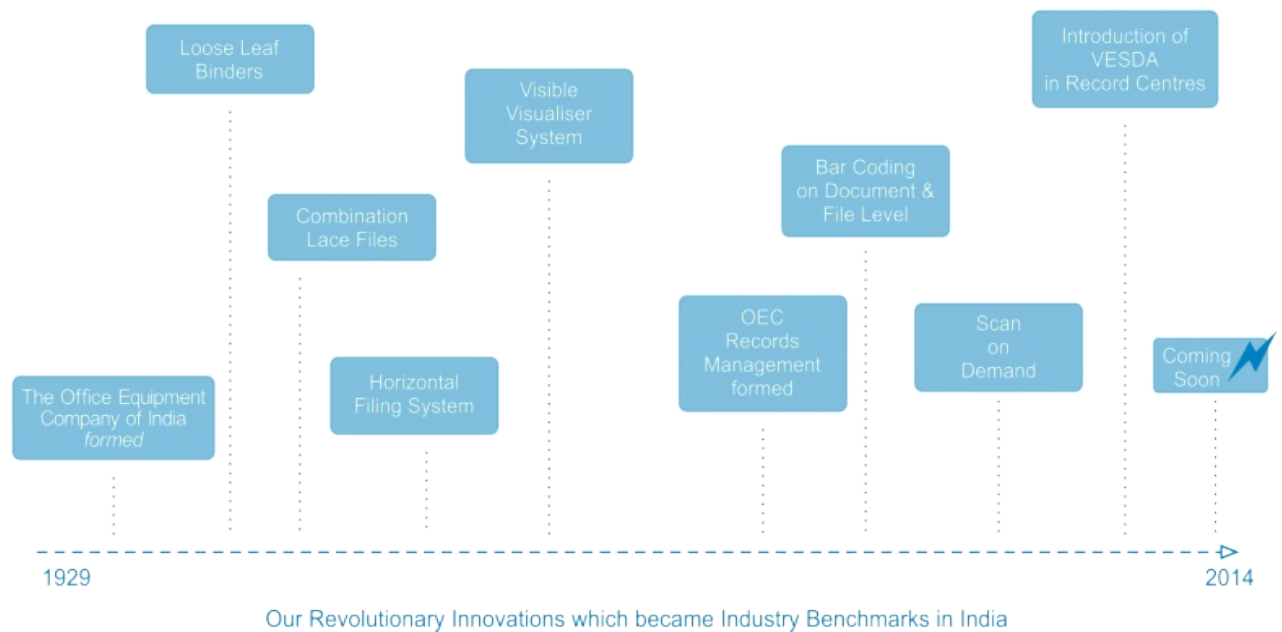


DEPARTMENT		ISSUE DATE	REVISION #
MR	OEC-MR-QS-M-01	2015-12-01	0.0
	CHAPTER 1 - INTRODUCTION		PAGES 1 of 1

OEC has been 'helping companies' manage records since the last 85 years. We started as 'filing experts' in 1929 designing and manufacturing Systems for Active Records. We anticipated the obvious change to Record Management and were one of the first Record Management providers in India (Estd. 2000). We have since kept up with the game, even changing it by innovating new Services for our clients and inventing processes for perfectly archiving 'a record' which in this technology driven world is a definition which is always on the move.



Our service offerings include

- Records Management
- Imaging Services
- Off-site Storage of Media
- Work-flow Solution
- Destruction Services
- Strong Room Storage
- In-house Records Management
- Consultancy
- Risk Management

We operate at Dharuhera, Lucknow, Kolkata, Bhopal, Kheda, Vadodara, Pune, Khopoli (Dheku, Sajgaon and Khalapur), Hyderabad and Chennai locations