



Inbound mail case study

Manufacturing client

Prior to an office location, an existing client asked for help to digitise thousands of archived pension records and original pension fund deeds, taking up valuable office space.

The challenge:

- The client needed to reduce storage space while ensuring that all original documents were carefully preserved and fully protected for the ongoing management of pensions and needed to be securely retained.
- Find a trusted partner to digitise the entire archive, including highly sensitive and irreplaceable original deeds, without compromising their condition or integrity.

The solution:

- Every document was scanned and converted into a digital format, allowing full access to historical documents.

Major manufacturer turned to Aceni to support the digital transformation of its pension records

The results:

- Over 300 boxes of documentation were relocated to its secure storage facility, for a structured digitisation process.
- All employee pension records were scanned, indexed, and converted into text-searchable PDFs to be uploaded into the client's existing system.
- Bound volumes of trustees' minutes and reports were carefully dismantled, repaired, digitised into searchable records and indexed as a digital file.
- Older parchment pension trustee deeds were handled with extreme care to preserve original seals and bindings, scanned and reconstructed.
- A full index of all digitised documents was provided for audit and tracking.
- All remaining physical documents were securely shredded on-site compliant with BS EN 15713:2023 standards.

Datagraphic

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