



EXPERTS IN ARCHIVES, RECORDS,  
INFORMATION MANAGEMENT AND TRAINING



Dorato  
Global  
Services  
Ltd

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Digitize your Records

[www.doratoglobalservices.com](http://www.doratoglobalservices.com)

# ABOUT US



**D**orato Global Services Limited is a business and advisory practice with specialization in digitization of records, archives and information management, records storage facilities management, sales of equipments, provide local and international trainings and deployment of records/archives management systems software applications.

We empower organizations like yours to manage their records and archival holdings, digitize their physical records, establish electronic document management systems (EDMS), disposition of records in line with existing laws, retention schedule, establish retention policy, maintain standards in the

construction of facilities in line with global best practices to improve performance and sustain results.

We supply you the very best equipments, technical support and services in the RIM sector.

Dorato is one of the leading archives, records and information management company managed by a qualified archivist and records management expert of international standing.



## OUR MISSION

- Our mission is to advance good records and archives management in organizations and sustain them in line with global best practices to promote smooth business operations and increase productivity and profitability.
- To develop elegant and affordable digitization of records and provide solutions that enable small to large businesses to establish Electronic Document Management Systems (EDMS) or enterprise content management, increase sales, and improve productivity.
- To organize world class trainings in records and archives management
- We believe in using our creativity and aesthetic potential in providing services, managing your facilities, flexible solutions in records and archives management including easier, faster,

more efficient and user friendly interfaces. In this way we too have a share in contributing to the conservation of resources by enhancing the permanent preservation of records with enduring values.

- Dorato Global Services Ltd believe in quality applications and equipment that meets international standards. We market world class storage facilities and equipments, mobile cabinets, dedicated and intelligent scanners, book scanners and acid free boxes and materials for documents storage and preservations.





## OUR VISION

- Our vision is to use the instrumentality of good records storage and archives management to help organizations solve their records management problems.
- Promoting efficiency and trustworthy information.
- Provide best services and implement effective strategies.
- Provide customer satisfaction which is shown in our creative and innovative way by our young and energetic team.
- Support organizations to develop robust policies in their records and archives management.
- Ensure seamless and smooth operations during projects execution through efficient management of records.
- Every organization should have proper and adequate storage for records with enduring value.
- Security and availability of archival records.

# DIGITIZE YOUR RECORDS

## OUR VALUE

Our values are part of our DNA. They guide the way we work with our business partners, within our community.

- Discipline
- Objectivity
- Recreation
- Affordability
- Transparency
- Options



**Dorato**



# OUR FOCUS

Our main focus is to help you with:

- A Clear Vision For Your Archives, Records And Information Management
- Provide storage facilities
- Digitization of your physical records
- Training Needs (Offshore And Onshore)
- Establish Electronic Document Management Systems (EDMS)
- Disposition of Records
- Develop And Manage Retention Policy
- Restructure Your Record/Archival Systems
- Acquire Modern Equipment For Records and Archives Administration
- Understand Laws Relating To Records Management
- Software as a services (saas)
- Help manage your records and archival repository
- Equipment and personnel sourcing

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# OUR SERVICES

- Digitization of Records in line with global best practice
- Training
- Management of Storage Facilities
- Total Solutions In Archives, Records and Information Management for Companies.
- Electronic Document Management Systems Deployment.
- Supply Of Records and Archival Materials And Equipment.
- Professional Certification
- Testing Paper Quality
- Archives Development and Management.
- Consultancy Services

## Disposition of Records

- We help to dispose your records that are “marked” for destruction, we do this professionally in line with global best practices.
- We ensure that such records have gone through due process and randomly checked to ensure no vital records of enduring value are destroyed.
- Your retention schedule is considered to ensure that such records are destroyed having met the set limit of time set for their destruction.
- Sorting your marked records for destruction, we ensure that records have gone through their life cycle and those that have enduring value are sorted out to be archived.
- This action when done regularly frees up vital space.
- We issue a certificate that such records have been duly destroyed.



# WHY CHOSE US

- Our development policy supports MoReg2, ISO 15489, 9000 and 9001, we use modern technologies such as XML data exchange G2G technology to expand software offerings for the Microsoft platform.
- We manage your storage facilities securely and safely.
- We have many talented professionals in our team, foreign technical and strategic partners who work together on various aspects of your project to achieve your records and archives management development goals. No matter what the scope or complexity of your project we have a diverse talent pool.
- We offer you world class consultancy services and ensure that your project conforms with global best practices and standards.
- We ensure that all solutions and equipment supplied can be calibrated locally and provide training where necessary.
- We support you all the way and make our team and services available 24/7.

## Our Strategic Partners



Onesystems Iceland offers a total solution in records, document and archival management.



Zeuschel Germany, is one of the leading companies in book scanners technology and software solutions for digitization.

The national Archives of Iceland (NAI) is a world class archival institution that hosted the 2015 ICA conference. Seminars and internship opportunities to interested organizations.



The National Archives, United Kingdom.







# OUR TEAM

*We have a highly professional team led by:*

**Deacon Tom Ogboi**

*Chairman Board of Directors.*

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**Prof Elvis Otobo, PhD**

*(Archives Administration and Records Management), Lead Consultant.*

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**Tahiru Okhade**

*Project Management*

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**Enitan Odugbesan**

*Technical Services*

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**Mr. Allen Promise Nelly**

*ICT and Support Services*

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# TESTIMONIALS

I must say that this is one of the best courses I have attended in recent times on records management. The facilitators have been wonderful especially Prof. Elvis Otobo whose wealth of experience he impacted in us. The type of expertise he demonstrated in the field of records and archival administration has endeared him to most of us in the class.

**Hannatu M. Aliyu,**

Head of Records Management Office,  
Central Bank of Nigeria (CBN)

Best Practices in document/records management and archival administration training is a training that is all encompassing and it is expedient that everyone undergo this training because it help you to properly manage the company's records and also to know the various laws and authorities guiding records management and also to avoid loss of records. Thank you.

**Adeyinka Segun,**

United State Department of  
Defense, US Embassy, Abuja.

The training at the National Archives United Kingdom surpassed our expectations. Practical knowledge gained will be useful when we get back to our various organizations.

**Mr. Muhammad Yusuf,**

MD Xequit Systems Ltd

Dorato archival services are world class. I love their seamless digitization process.

**Engr. Emma Erokare**

MD, Jollas Engineering and  
Technical Solutions Ltd

# Pictures at The National Archives United Kingdom

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# 1





# 2022 Training Pictures at The National Archives United Kingdom

# 2



# 2022 Training Pictures at The National Archives United Kingdom

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# 3



# 2022 Training Pictures at The National Archives United Kingdom

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# OUR CONTACT

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Chairman,

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## **Prof Elvis Otobo, PhD.**

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# Dorato

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