

STORE



NEAR AND DEEP STORAGE

It's a given: knowledge is power. And to stay ahead of the game and in full control of your organisation's knowledge and information, 24/7, you need to strike a balance between accessibility, logistics and compliance.

CONFIDENCE	
STORE	
MANAGE & PROTECT	
RELEASE	

At Restore you can trust us to provide the off-site storage solution to meet your needs. We have a staggering 200,000m² (2,152,782 square feet) of highly secure, flood-proof space at your service.

Dedicated storage tailored to your company's requirements combined with electronic tracing, tracking and ordering facilities is the confident answer to the question of striking that balance...





TRUST • CONFIDENCE • SECURITY



NEAR AND DEEP STORAGE

We're living in the information age. We are surrounded by it and must find ever more innovative ways of processing and storing it.

At Restore we understand that all your stored data – from the humblest customer letter to the most ancient, historically important document – is vital to your organisation and your reputation. In private and shared underground vaults, we will implement a programme to care correctly for your data, whether it's standard for paper-based information or under specialist conditions for historical materials and film archives, and help you manage it all so that you are not inundated.

SO WHICH STORAGE OPTION SHOULD YOU CHOOSE?

Whatever combination of Restore's storage services you choose, we guarantee the following:

- **Trust:** Restore people are recruited and trained to meet our 100% commitment to high service standards and a track record that's second to none.
- **Security:** all our storage is away from the risks presented by large cities, industrial areas and water tables; all staff need to have government-approved security clearance; security card access system; Chubb intruder alarm system (BS4737), monitored 24 hours a day; CCTV monitored 24 hours a day; Chubb fire alarm and Inergen™ Premier fire suppression; controlled, stable environments.
- **Confidence:** with our range of off-site and in-house tracing and tracking software systems, as well as round-the-clock ordering and delivery, Restore will deliver your peace of mind as well as top class records management.

> Choose near storage...

If accessibility is key, live data can be stored and managed so that you can

trace and track individual files using O'Neil software, order via phone, email or online – and expect the records delivered to your desk within hours. When documents become obsolete, they can be moved into deep storage and managed accordingly.

> Choose deep storage...

If you have material to archive so that it meets compliance regulations – such as deeds, wills, financial or medical records – or require our expertise and specialist storage conditions to care for historical documents in perpetuity. We recommend scanning historical data for ease of access and conservation reasons, should you or any authorised person need to examine them for research, for instance. All deep storage can be managed electronically through off-site tracking and flagged up for destruction/recycling at the appropriate time.

Type of document	Must be kept secure for...
Copy of customer correspondence	3 years post date it was sent or received
Accident Books	3 years from date of last entry
Invoices	6 years after audit
Personnel Records (including directors' contracts)	7 years after employment ceases
Minutes of Committees or Board Meetings (Official Copy)	The life of the organisation