Restore
Records Management

Scan on demand

Fast, easy
access solutions

Helping your business and employees perform

Restore
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Right now, the most important step for any business to take to become a more agile version of itself is to review the processes and systems you have in place to ensure they are the fastest, most accurate and most compliant working practices possible.

With many blended office/remote working set-ups, the ideal way to access archived information is not to order a whole box out of storage but to scan specific files – from single sheets up to multi-paged documents – for a more efficient workflow at your end.

At Restore Records Management we have specialised scan-on-demand hubs around our nationwide business. They are set up for speed, efficiency and as part of a tightly controlled audit trail. After all, data protection still rules.

Restore Records Management: at a glance

We are the largest UK-owned records management company, storing and managing over 22 million items across more than 100 versatile sites, with extensive capacity for businesses looking to transform their data management solution.

Customers count on us to help them achieve their goal of space and cost efficiency, while ensuring the privacy and security of all their data. For office and remote workers alike, we can conduct Data Protection Impact Assessments to ensure workflows and productivity are maximised by forward thinking working practices.

- 100+ storage facilities, in 44 locations, across seven UK regions
- GPS-tracked collections and deliveries from storage near you
- Secure storage with 24/7 security entry systems and CCTV
- All our sites operate to the highest industry standards and we have achieved, and maintain, accreditations, including ISO 27001, 9001, 14001 and 22301 (Business Continuity). We are also ICO-registered
- A specialised, stable environment for both paper and magnetic tapes with temperature and humidity control
- Desktop control through our online tracking software, Dovetail, which gives access to pre-selected groups or individuals, audit trails and proof of an unbroken chain of custody.

We can help you access files quickly and securely: scan on demand

At Restore Records Management we are all about innovating new practices that enhance your experience, giving you wide-ranging tools and strategies to manage your data more efficiently.

Whether you are working in your office, remotely or a blend of both, it's great to know that you will have all the archived information you need, delivered to your desktop, at the touch of a button.

Scan on demand is a bit like a 'pay as you go' way of scanning your files and is a great way to dip your toe into going paper-lite.
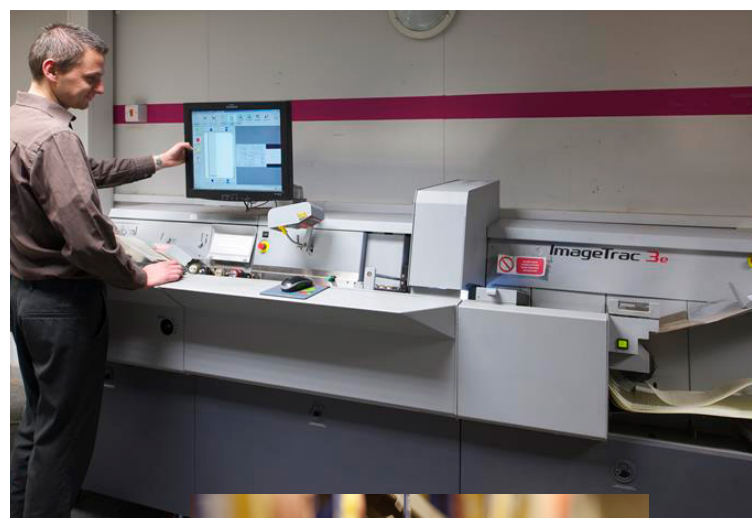
The benefits

- **Speed** – access stored data within agreed SLAs
- **Security** – create an auditable trail and feel confident in the safety of delivery through sFTP
- **Forward thinking** – start keeping records electronically and discover a new ease of working
- **Space** – scan on demand works perfectly as a tool to help you downsize your office footprint.

Data protection

GDPR and DPA 2018 compliance is still very much in our lives, with the Information Commissioner's Office (ICO) issue more, and larger, fines for data breaches, and more breaches and phishing scams than ever since COVID-19 emerged.
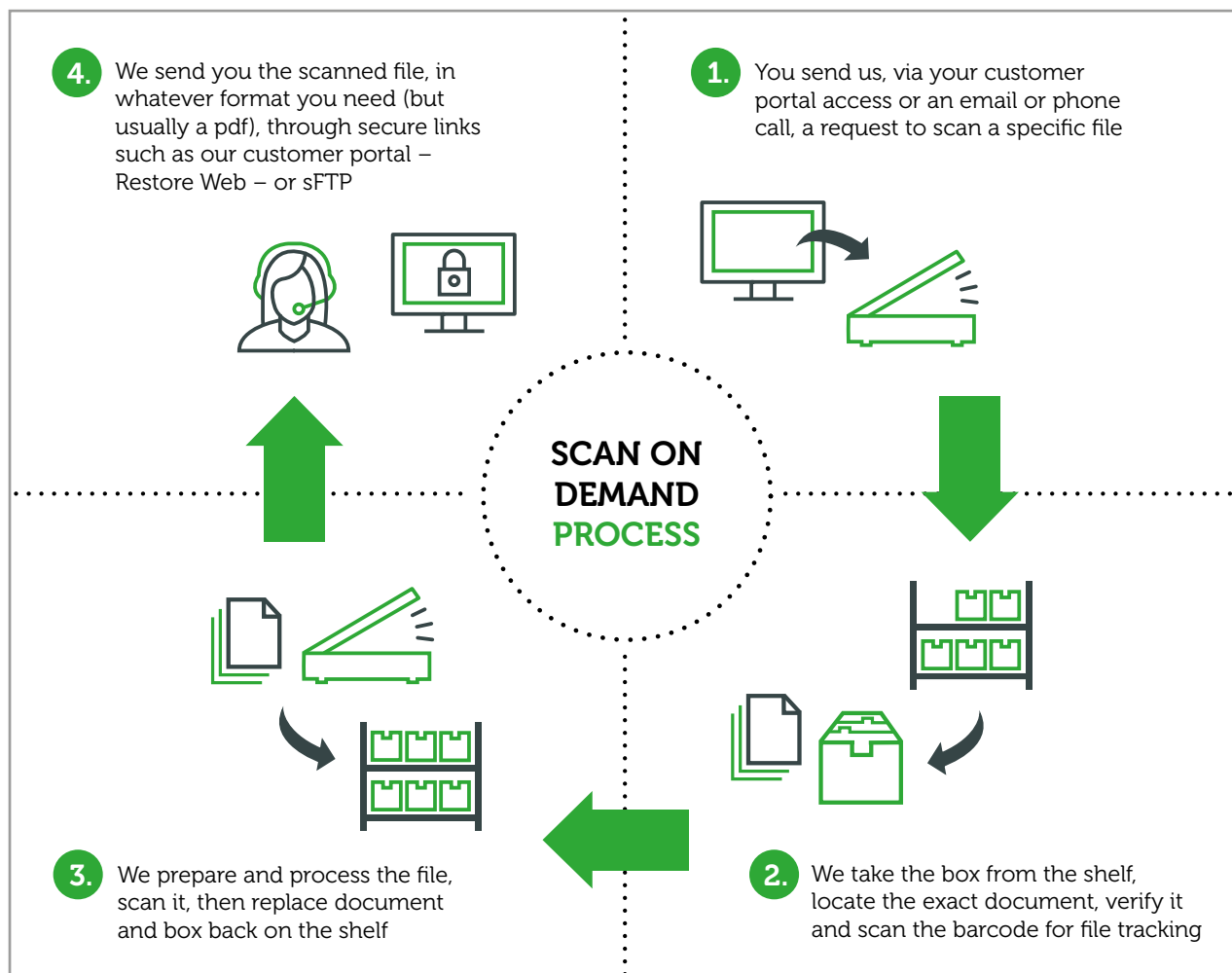
Banking, higher education, third sector – it doesn't matter in which industry you operate, they are all targets for the unscrupulous. Making sure your on- and off-site data handling practices and systems are seamless and close all gaps for risk, while remaining accessible, is more important than ever.

At Restore, an audit trail, unbroken chain of custody, file tracking software, password-protected portals and access levels, certificates of destruction, security accreditations and 24-hour security and CCTV are all put to your service, whatever working set up you have.

Simple, quick and at your fingertips: how scan on demand works

4. We send you the scanned file, in whatever format you need (but usually a pdf), through secure links such as our customer portal – Restore Web – or sFTP

1. You send us, via your customer portal access or an email or phone call, a request to scan a specific file

SCAN ON DEMAND PROCESS

3. We prepare and process the file, scan it, then replace document and box back on the shelf

2. We take the box from the shelf, locate the exact document, verify it and scan the barcode for file tracking
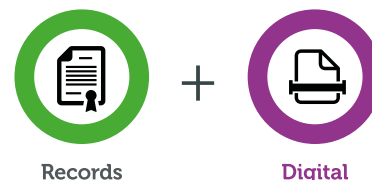
What can you scan?

We can scan archived paper-based information about your customers, critical cases, your organisation's governance or human resources data, for example, up to A3 size.

If you have specialist items such as outsize paper documents, x-rays or microfiches to scan, we can handle those separately. Just get in touch and we will take it from there.

![Restore Records Management logo]

If you like scan on demand, we can help you go paper lite!

Restore Records Management and our sister business, **Restore Digital**, will work together to ensure you have the best of both physical and virtual data management and access. Store your assets with Restore Records Management and will enjoy compliant, efficient document management throughout each file's statutory shelf life. Meanwhile, Restore Digital can help you transition your workflows and your business rapidly towards a paper-lite way of working.

Records + **Digital**

What does going paper-lite mean?

– Digitising live files or archive documents makes them fully searchable, indexed and electronic

– Using Restore Digital's web-based electronic document management system, DocuWare, enables remote access to digital documents with configurable access rights

– Easy workflow automation, such as using a mailroom solution, can map your existing paper routing within the business. Help reduce the amount of paper created at source by storing electronically-born documents while increasing your satisfaction with speeded up processes and less room for error.

The benefits of a paper-lite working life...

- **Time vs. money** – do we really need to spell out how much more efficient it is not to print out documents, only to throw them in the general waste bin (instead of the locked secure destruction bin) just an hour after a meeting?

- **Data protection** – it is built in and, with functioning protocols and well-trained teams, leads to a reduction in data breaches.
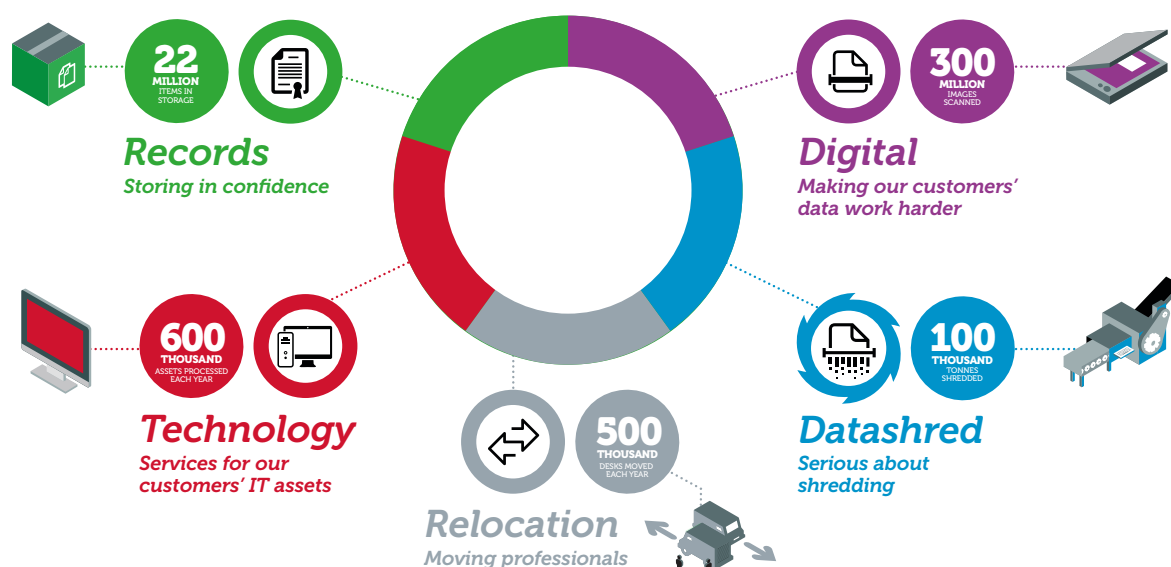
Restore – Who we are
plc

Restore Records Management and Restore Digital are both part of the Restore plc group of companies. Restore plc provides agile office and remote working services to businesses the length and breadth of the UK, covering public and private sector organisations of all sizes.

We make it our business to really know your business, delivering first-class customer service and the highest levels of security to help you run your operation, in the office and remotely, as smoothly as possible and with complete peace of mind.

In addition to the services outlined in this brochure, our sister Group companies – Restore Datashred, Restore Harrow Green and Restore Technology – can help your business perform through challenging times and ensure an unbroken chain of custody.

22 MILLION ITEMS IN STORAGE

Records
Storing in confidence

300 MILLION IMAGES SCANNED

Digital
Making our customers' data work harder

600 THOUSAND ASSETS PROCESSED EACH YEAR

Technology
Services for our customers' IT assets

100 THOUSAND TONNES SHREDDED

Datashred
Serious about shredding

500 THOUSAND DESKS MOVED EACH YEAR

Relocation
Moving professionals

Would you like to know more?

Go to **www.restore.co.uk/scan-on-demand** or call one of our experienced, knowledgeable team members on **03300 376 323** and they'll happily talk through the benefits to your business and the details of how we can quickly set you up to access Restore's scan-on-demand services.

Find out more about our complete lifecycle records management services, including digitisation and confidential shredding, here.

Let's get social

www.restore.co.uk