

# Complete assurance that you know where your records are at all times

## The Restore audit trail

Each box has a barcode



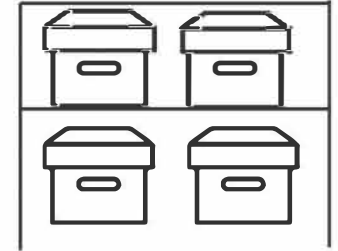
Scanned into the van



Scanned off the van



Shelf location in warehouse



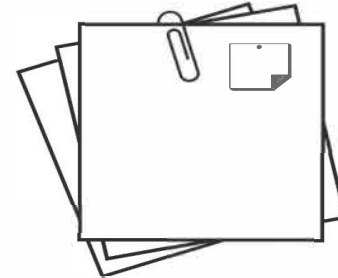
When moved into production



At the beginning of Prep



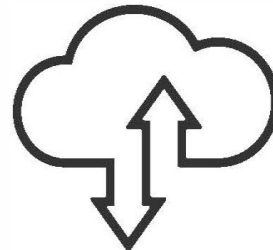
Barcodes added at file level



At beginning of scanning



Job number linked so database updated when scanned images enter the cloud.



Scanned files taken back to warehouse



Following written notification of destruction

