WE STORE AND MANAGE...
Scanned digital and Cloud data, boxed documents, deeds, files and computer tapes the length and breadth of the UK

www.restore.co.uk 0844 725 5540
WHO WE ARE AND WHAT WE DO

We are more than a storage firm with racks of archive boxes and miles of computer tape kept in a warehouse. We are specialists.

We offer a joined-up package of services that you can trust to support every step of your physical and virtual data’s journey – from postroom, to desk, from storage to end-of-life disposal services.

Your business needs are what drive Restore and we have been tailoring services and managing blue-chip companies’ documents and information since 1954. We are the largest UK-owned document management company and we are still growing.

Today we care for millions of boxes, computer tapes and scanned documents in a range of dedicated, approved physical storage settings covering the UK. We provide a host of Cloud services with automatic online back-up systems that serve you your digital information at the touch of a button and, at the other end of the spectrum, we host secure, specialist environments for priceless heritage documents and artefacts of international importance.

We have been using Restore’s off-site services for a number of years to provide additional storage space for our organisation. The company runs excellent, extremely secure facilities where we can store our non-current documents which, due to lack of space, we are unable to store locally. As a company, they are very responsive to our needs and requirements, providing a timely retrieval service.

Andrew Hooper
Head of Information Management & Technology,
University Hospitals Bristol NHS

STORE RESOURCE

<table>
<thead>
<tr>
<th>Over</th>
<th>200</th>
<th>100</th>
<th>70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin staff</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TYPES OF STORAGE

- Boxes
- Scan
- Cloud storage
- Tapes (IT)
- Files
- Deeds (freigten gas)
- Private vaults
- X-rays
- Cold store
- Heritage (National Conservation Service)
- Films (Media)
FULL-LIFECYCLE DOCUMENT MANAGEMENT

The full information cycle goes from the creation of data through its active, then inactive, stages and finally on to end of life disposal and you need to strike a balance between accessibility, logistics and compliance. Restore offers specialised care through all these stages.

RESTORE
Restore manages millions of archive boxes of document files, film and computer tapes for many blue-chip organisations, including leading accountancy, corporate, financial, insurance, law and media firms, as well as local authorities and hospital trusts. They count on us to help them achieve their goal of maximum efficiency for their records management in the following areas: compliance and legal exposure, privacy and security, access to information, cost control, space restrictions.

SHREDDING
Whether paper is from an office clear-out, or documents at the end of their statutory lifecycle, we organise on- and off-site shredding and disposal of all types of sensitive information and issue a Certificate of Destruction upon completion. We are proud of our 100% track record in keeping confidential data safe.
**CLOUD STORAGE**

Do you work in a fast moving, data-hungry industry? At Restore we recommend Cloud hosting for storing live data that’s automatically, instantly saved for reference today, tomorrow, next week – whenever you need it, wherever you need it. We increasingly recommend using Cloud for backing up and storing data because of its instant accessibility. All of our Cloud servers are hosted at our two Ultra Secure data centre facilities known as The Bunker – purpose built fortresses that guard our systems and your data from every potential threat to your business-critical information to the highest approved levels of real and virtual security.

**OFF-SITE DATA STORAGE**

Fire, flood, terrorism, virus, human error – we don’t have a crystal ball but we do know that a disaster recovery plan, including off-site data protection, is the answer. Computer tapes, CDs and DVDs are stored at the correct temperature and protected against fire by ‘green’ suppressant Inergen™ Premier. Or choose Cloud for automatic storage to two off-site locations – efficient, cost-effective, safe and secure.

**SECURELY STORE YOUR DATA ONLINE USING AES-256 ENCRYPTION**

**FULL UK COVERAGE WITH OVER 100 STORAGE AND PROCESSING CENTRES UK WIDE**

**FULL RANGE OF DOCUMENT SCANNING, IMAGING AND INDEXING SERVICES**

**THE DIGITAL POSTROOM**

The paperless postroom might feel like a pipedream, but our skills in integrating TIS (‘Top Image Systems’) with our ‘data-capture’ experience (‘e-View’ tools) we can feed into a variety of electronic data-streams (including CRM, ERP), providing unparalleled document management solutions in the digital world. This leaves less room for error and scanned mail can be efficiently moved either to local desktop or straight into Cloud storage at the touch of a button without ever being the need to audit a paper trail from desk to desk.

**DIGITISING AND SCANNING**

Imagine the contents of a full archive box reduced to the size of a disc or gaining desktop access to deep stored microfilms, x-rays or outsize and precious paper documents. All this, and scan-on-demand of active paper documents such as legal case work or everyday mail from your organisation’s postroom, is possible. Once digitised, we tag and index these files for online management through our Cloud software, making them available at your desktop anytime, anywhere. All our scanning procedures comply with BIP0008:1–2008 Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically.
RESTORE IN NUMBERS

Currently processing 400,000 individual transactions per month for over 4,000 customers.

10 million boxes stored nationwide across 64 secure buildings.

THOSE EXTRAS...

ARCHIVE DOCUMENT MANAGEMENT
As the largest UK-owned archive document storage company, Restore offers a range of services to suit your business, giving fast access to your critical documents while archiving them securely.

DOCUMENT ARCHIVING – FAST ACCESS
Live data can be stored and managed so that you can trace and track individual files or request scans. Order your documents by phone, email or online and we will deliver them to your desk within hours.

OFF-SITE MANAGEMENT SOFTWARE
Flexible, feature-rich, our software enables you to easily and accurately monitor the activity of any item stored – boxes, file folders, documents and tapes – through its whole lifecycle. Even better, it’s free and we set it up for you.

SPECIALIST CARE
A member of our team will work with you, at your location, to make sure the set-up and lifecycle procedures are working correctly, wherever you keep your data. We also conserve and restore old paper documents, such as maps or local community records.

PHARMACEUTICAL SPECIALISTS
Restore and specialist pharmaceutical researchers, Phlexglobal, work as partners to assess randomly selected archive materials to see whether they comply with EU directive 2005/28/EC, and come up with a programme to manage them.

HERITAGE COLLECTIONS
We work with our partners at the National Conservation Service to store internationally important heritage artefacts in line with PD 5454:2012 regulations at our conservation facility at Upper Heyford in Oxfordshire.

ANCILLARY STORAGE PRODUCTS
From on-site secure recycling bins, to quick-assemble archive boxes, or rugged cases for storing computer tapes, we have a storage product that gives maximum protection now and for the future.

RETENTION AND DISPOSAL
Would you like to know more about creating a Retention and Disposal Policy for your business? Speak to someone on the Restore team for advice or an industry specialist lawyer.
OUR VALUES

At Restore Document Management we are large enough to handle millions of boxes, but not so large we forget about customer service.

Restore people are dedicated to helping you get the most out of your storage and information management. We stand firmly behind our values because, by doing that, we secure yours. We are here to make your life easy, running your organisation’s document storage smoothly and unobtrusively, taking on any information issues so that you can focus on your business.

"Service, service, service – with Restore you feel like you’re their only customer."

Mayur Patel, Director of Facilities, RPC lawyers

RESTORE: AT A GLANCE

CARE
Customers’ storage is not just a ‘mountain of boxes’ to us. We know how important the tiniest details are to maintaining security and reputation. That’s why we work to the highest professional standards and always deliver on our agreed promises.

SECURITY
Security-cleared staff, GPS tracking and the full range of anti-theft and environmental measures ensure the safe long-term storage that data demands. We actively monitor all our systems so that if the cleaning team unplugs your back-up, for instance, we know about it and can fix it within moments.

TRUST
By handing responsibility for security, logistics and compliance to Restore our customers effectively take back control over their information. They can trust us to work in partnership with them, caring for their assets in dedicated, approved facilities right across the UK.

VALUE FOR MONEY
There is no one-size-fits-all mentality at Restore. We will analyse storage patterns and accessibility needs and design the most cost-effective, tailor-made solutions – often saving our customers money.

GOOD PEOPLE
With a dedicated, specialist project manager, our customers’ experiences with us are positive from day one.

CORPORATE SOCIAL RESPONSIBILITY
Restore is committed to a more sustainable environment. Ask us about our latest initiatives, such as our tree-planting scheme, that are helping reduce our carbon footprint.

Photo credit: Rita English-LPRS©