



# ARCHIVE LOGISTICS

## archive and records management service

a division of Norfolk Storage Equipment Ltd

### Records Management

Efficient filing and effective storage means valuable space is saved; staff know precisely where information is stored and with proper filing, the danger of lost documents is minimised. Good quality records management means good management control and is critical for efficiency as well as meeting statutory legislation and requirements of ISO 9000.

Devoting your existing space to the information flow of your core business and designating inactive or archive material to another area, could mean valuable saving of expensive office space and even delaying or avoiding the need to relocate.



### Archive Storage Facility

Our new purpose-built facility at Attleborough offers a computer controlled archive storage service utilising a bar coding and tracking system to ensure all incoming and outgoing records are handled with complete efficiency and confidentiality. The premises are protected by fire detection systems and security alarms both linked to Redcare.

The service is available in a number of various categories depending on the number of boxes and level of retrieval required. Whatever the need, whether urgent or routine, our Operations Manager will ensure our records management service matches your requirements with accuracy and speed.



Our purpose-built facility, designed with reference to BS 5454, is well positioned to serve your records and management storage needs and we trust our services will prove interesting to you and look forward to discussing your requirements in detail.

### Retrieval Services

We are able to offer a number of different levels of service for our archive storage clients. These are broad categories but should cover most customer needs, retrieval frequency and container type. Specialist needs can be catered for and would be covered in the customised quotation.

We appreciate whatever level of service you require, reliability, accuracy and time scale are vital. You can be assured of our best endeavours at all times.

Broadly: same day / next day / emergency or specials, whatever suits your needs. So long as appropriate authority is received the records you require be retrieved and delivered. Transfers are carried out by our own vehicles or authorised carriers.

To be cost effective a regular, programmed schedule of visits may be required in order to pick or deliver items. This can be planned and arranged to suit.



Full Services are detailed overleaf or visit our web site at [www.archivelogistics.com](http://www.archivelogistics.com)



### Storage Facilities

Modern and flexible, with the systems available to suit a variety of storage needs and whether boxes, cartons, pallets or cabinets.



### Collection and Delivery

Archive boxes are collected and delivered to our facility using our own transport or specialist courier. Once processed, boxes are bar coded and stored. Rack location is downloaded into the computer records.



### Retrieval Service

Once authorised instructions received, items are retrieved and passed for either on-site inspection, or for onward transit for collection or delivery to your premises.



### Consultative Survey

Every customer has specific archive requirements. Following discussions and an appraisal of your exact needs, a detailed proposal will be prepared for your consideration.



### Labour

Sorting and indexing of files in boxes may be required. Given due notice this can be arranged at our premises.



### Shredding / Destruction

Once appropriate authority has been received, a shredding/destruction service is available with certified proof.



### Scanning

Up to date facilities are on offer as a service or for clients to undertake.



### Management Information

As archive material will be bar coded, a computer print out can be made available providing comprehensive information on items stored. To help minimise storage costs we offer a file review date if required. This must be requested at the initial input stage or at re-storage.



### Container Supply

A variety of archive boxes and special containers can be provided at a competitive price. These can be delivered to your offices for your staff to fill and once ready can be collected or delivered.



### Personal Access / Lock Up Store

Facilities can be made available to suit specific needs with access by authorised personnel only.



### Inspection Room Facilities

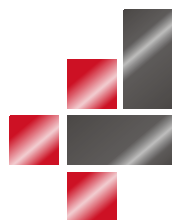
Private offices designated as client inspection rooms are available. Usually pre-booked on a half / whole day basis.



### BSI Registered

As a BSI registered company our procedures meet the requirements of ISO 9002 with quality, safety and service being our top priority. Our registration number is FS10125.

Archive Logistics (a division of Norfolk Storage Equipment Ltd) is a member of  
*The Records Management Society* and *The Business Archives Council*



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