



# RECORDS MANAGEMENT

ALL THE RIGHT MOVES



# The right choice for your business

## At Britannia Movers, we offer simple, cost-effective document storage solutions for businesses and households alike.

With office space at a premium and increasing statutory requirements to retain documents and data, efficient storage and archiving presents a problem to every successful business.

Because you know your business better than anyone, Britannia works with you to create tailor-made storage and retrieval solutions that are unique to you and suited to your business needs.

Britannia are at the cutting edge of document and data management, ensuring that your solution will continue to work for you as your business grows and develops.

Whatever your storage needs, Britannia has the experience and expertise to transform the way you do business.

## Right for your business

To offer you the best solution to the storage needs of your business, a Britannia representative will meet with you to establish your current storage problems. By listening to your needs and understanding the way your business works, we can offer the right solution to take your business forward.

## Hard copy storage

The first step for many businesses will be to archive an existing legacy of documents in cartons and to create an efficient retrieval system. We will advise you on how to catalogue documents for archiving and supply you with archive boxes and a referencing system. Once

you have stored your documents in cartons and recorded the contents against the carton reference, we will collect the archive boxes and place them in a document store. We will apply a bar code to each carton for easy retrieval.

Hard copy documents can be retrieved and delivered on a same day, next day or emergency basis.

This solution to your storage space problems couldn't be simpler.





# One stop storage solution



## Scan on demand

Sometimes the retrieval of a hard copy file may not be practical, because of time limits or when the delivery address is outside of normal parameters. In such cases, Britannia can scan the document and make it available for access by any computer in the world with a suitable modem connection.

Where your business requires full electronic access to archived information, individual documents can be scanned and filed with an index reference. We are able to store information in many different formats depending on your requirements. We can also store images of documents, recognised file formats, sound clips and even 3D images.

## Access and security

To request retrieval and activity reports, Britannia recommends access via an internal portal. A customised search and request form means that your staff will be able to use references that are familiar and enter data that is 'branded' to your company. We will set up access levels and passwords to ensure that the information stored by you, either in hard copy or electronically, is secure.

We understand that the security of your data is paramount and our security measures are exceptional. Britannia does not take verbal instructions from clients without confirmation. Data stored electronically is supported by a series of at least three separate backup measures for maximum security.

## Secure and confidential shredding

Our secure and confidential shredding service ensures your documents remain protected even when they are no longer required. All stored archives are assigned a mandatory



review date, preventing unnecessary storage costs, and with your approval, unwanted documents can be securely destroyed.

Shredding can be carried out at your premises or at the point of storage, with every stage fully documented and certificates of destruction issued for complete peace of mind. All confidential waste is securely handled by vetted staff under strict non-disclosure agreements.

Destruction takes place in a dedicated secure facility, with all shredded paper recycled, supporting both data security and environmentally responsible disposal.



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