



## Document Storage

# A highly secure document storage service, managed by records management professionals.

Our expertise in managing records ensures our clients can gain access to their business critical records as and when they need them.

Powering our secure document storage service is the combination of a purpose built state-of-the-art facility, a fleet of GPS tracked delivery vehicles, industry leading records management software, and most importantly one highly committed team. With over 750 satisfied clients to date we have built up a wealth of experience servicing large and small organisations from both public and private sectors.

Standard Archive Box



We are certified with the globally recognised ISO 9001 standard for our Quality Management System (QMS) and ISO 27001 for our Information Security Management System (ISMS). These certifications provide evidence of our commitment to adhering to strict quality control measures and security procedures, ensuring customer satisfaction and peace of mind.



# A solution for taking control of your records, before they take control of you.

## Industry Leading Software



**Records Management Software**  
To track every step of a records lifecycle GRM have deployed the world's leading file tracking and management software

called RS-SQL. GRM use this software on a day-to-day basis to manage all our records management processes and accounts. By utilising portable barcode scanners this software can track multiple types of data including traditional storage boxes, files, documents and tapes; from deposit to destruction, work order to invoice.



**Online Records Management**  
Our online records management system, oneilOrder, provides our clients with real time online access to all their records

information on our RS-SQL database. With customisable data entry screens, instant reporting and powerful search queries our clients now have greater access and control of their records.

## Complimentary Services

We provide the following services which compliment our document storage service:



Cataloguing Records



Scan-On-Demand



Document Scanning



Onsite & Offsite Shredding



GRM provide next day, same day, emergency, and out-of-office deliveries.



## Purpose Built State-Of-The-Art Facility

Our stand-alone state-of-the-art facility was designed and purpose built for advanced records management.

The storage warehouse is not located on a floodplain and all boxes are stored on racking that is six inches above the ground. The racking design maximises space whilst ensuring that boxes and their contents are fully protected.



We have invested significantly in security and fire protection infrastructure to ensure we offer the highest level of protection.

### Security

- Perimeter Fencing
- Electronic Gate
- Security Controlled Barrier
- External & Internal CCTV
- Network Intruder Detection
- Electronic Keypads
- Swipe Card System

### Fire Protection

- VESDA - Pre-combustion Fire Detection System
- Fire Suppression System (vaults)
- Fire Alarm System
- Fire Extinguishers



Visit [www.grm.ie](http://www.grm.ie) for more information.

Freephone 1800 946 368



# Benefits of Offsite Document Storage

## Increase Security

By moving documents to a highly secure storage facility they will be fully protected from being compromised through theft, loss, or prying eyes.

## Improve efficiency and productivity

If a document goes missing or is misfiled, employee time is spent searching for it, which is non-productive and costly. An outsourced document storage service would facilitate accurate retrieval and deliver information to users, as and when they require it, therefore improving efficiency and productivity.

## Maximise office space

The majority of documents stored in an office are not used on a frequent basis. These documents take up valuable space and by being moved to offsite storage this office space can be maximised. The cost of storing these documents will also be significantly reduced.

## Enhance traceability

As documents will need to be boxed prior to being moved offsite this presents an opportunity to create a record database that will facilitate ease of access in the future. Each document will be barcode tracked (on a box or file level) throughout its entire lifecycle and a full audit trail of activity can be provided.

## Control access to authorised personnel

By storing documents in an offsite storage facility, access can be restricted to authorised personnel. These personnel can also be restricted to the types of services they can request on the account.

## Retrieve On-Demand

With records management software, an offsite document storage provider can track your documents through every step of its lifecycle offsite. This ensures that document locations can be identified quickly and the document can be retrieved within a required timeframe.

## Enable disaster recovery

An onsite disaster such as a fire, flood or natural disaster can destroy years of important information. A specially designed offsite storage facility that is equipped with security and fire protection infrastructure will safeguard your business critical information from disasters.

## Comply with legislation

Preparing documents for offsite storage will present the opportunity to identify records that are needed for legal and compliance purposes. They can then be assigned the appropriate retention dates. This also benefits the business during audits and in the event of a lawsuit.


## Why have over 750 companies chosen Glenbeigh Records Management?


- There is no minimum or maximum number of documents you can store with us.
- We only charge for services actioned and do not apply administration charges.
- You can avail of our online records management portal free of charge.
- You can combine a delivery and a collection of your documents as one chargeable trip.
- If you decide to move provider we do not apply permanent removal charges.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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