

YOUR GUIDE TO OUR SERVICES

All you need to know about secure, reliable and cost effective document storage services delivering complete peace of mind



DATA STORE. DATA SORTED.
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CONTROLLING YOUR DOCUMENTS AS PART OF YOUR RECORD MANAGEMENT POLICY

Records and the information contained within them are crucial to any organisation and the retention of them is vital, bringing with it the problem of storage and management

An efficient document storage and record management system starts from the in-house creation of a document through to its final destruction or permanent storage, combined with ease of access when and if a document is required.

After a short period of activity documents and records, although inactive, need to be retained for a period of time leading to disposition (final destruction or permanent storage).

COMPLIANCE - DO YOU COMPLY WITH CURRENT PRACTICES?

The Freedom of Information Act 2000, the Data Protection Act 1998 and the UK Financial Services and Markets Act – how to manage your records require good quality information management and retention schedules to facilitate finding the required information and ensuring the information is not kept for longer than necessary.

RETENTION SCHEDULE

A retention schedule/inventory should list documents and records, and distinguish differences, the retention period necessary and disposition required.

A retention period gives advice on the length of time a particular document or record should be kept. These retention periods are in accordance with various Acts and Regulations, Company Policies and Audit practices.

ACCESS

Fast and efficient access to records and documents is key to an organisation looking streamlined and professional and this can only be achieved when documents are catalogued, labelled and stored well, thus improving efficiency and productivity.

THE COST OF SPACE AND TIME?

Office space is a valuable asset, too valuable an asset to clutter up with file storage. A good Record Management Policy will make organising your files easy and facilitate speedy location and retrieval of the documents required.

Using a professional Document Storage & Record Management company can ease this problem, giving faster and easier access to documents and records, whilst freeing up your valuable office space for more appropriate income generating activities.



EXPERT SERVICES

FREE RECORDS MANAGEMENT AUDIT & REVIEW

This important planning stage is all too often missed as it perceived as an expensive extra. Take advantage of a Free Audit from Saracen to ensure you are starting in the right place. We will review your internal and external systems and provide you with the template to move your records management to a new level of effectiveness and efficiency. On top of this we will be in a position to manage your records better than any other provider as we understand your needs as well as you do.

TAILORMADE QUOTATIONS

By fully understanding your requirements we can personalise the solution on offer to really target the areas of most importance to you. Delivering an efficient, compliant records management service and more importantly delivering peace of mind. We do not provide off the shelf solutions only solutions to truly meet your own needs.

FULL TRANSITION PLANNING AND MANAGEMENT

Let Saracen take the strain of the transition process. Whether you're moving boxes from your own internal archives or transferring records on mass from another supplier, Saracen will create a plan tailored to suit the requirement and manage that plan in its entirety. Our extensive experience of transfers enables Saracen to ensure your Records are fully audited during the process. No fuss. No hassle.

SECURE, MODERN RECORD CENTRES

Facilities boasting RedCare (Fire & Intruder) alarm monitoring; Digital CCTV coverage; Proximity Fob Access Controls; 4hr Fire Protected Vaults across multiple storage locations in Leatherhead, Milton Keynes and Sittingbourne.

FLEXIBLE SOLUTIONS

Customised to suit the specific needs of your business take your pick from:

Active Storage For records with regular access and live filing with rapid response times.

Deep Storage Why pay a premium for records that have to be kept for regulatory and compliance reason but are rarely accessed or needed in an emergency. Start saving now:

- > 75% savings compared to London Office Space
- > 65% savings compared to a Self Storage Facility
- > 40% savings compared to a Document Storage Company in London.
- > Retrievals are still available on a 48hr, Next and Same Day Basis.

File & Document Management Only touch and move the records you need

Gas Protected Fire Vaults For wills, deeds, contracts and other business critical documentation

Scheduled and Ad-hoc Deliveries An extensive range of response times available to suit – all carried out by a team of uniformed, security vetted drivers, transporting the records in one of our satellite tracked vehicles. Saracen can meet your Retrieval requirements.

Retention and Destruction Policies Saracen can automate your Retention Policies so that your Records are destroyed at the right time saving you money and ensuring compliance..

Scan on Demand Services Retrieve vital record information straight to your inbox within minutes

HIGH TECH SOLUTIONS

As a Strategic Partner of O'Neil Software Inc, Saracen aim to always push the boundaries of the technology we use, maintaining our position at the forefront of the records management industry. We are constantly testing new ways to make your Records Storage easier to manage.

Barcode Tracking System Point-to-Point tracking system with all movements and events surrounding any given record being recorded and verified within our systems. Complete track and trace for the full lifecycle of your records.

24-7 Online Client Access Through Saracen's RSWeb.Net client portal customers can create, manage and action service requests for all stored and pending records.

GPRS & Real-time Updates All drivers are kitted out with the latest GPRS Mobile scanner devices that allow critical delivery and pickup information to be recorded and processed in real-time via GPRS.

Electronic Receipts Sign for your record deliveries and pickups on screen and receive the receipt in your inbox.

Email Notification Receive critical information including receipts, workorders and even invoices direct to your inbox. Be informed when your records have been delivered and see a copy of the signed workorder within seconds of the delivery taking place.

Imaging For highly accessed key documentation utilise our scanning service with instant access to scanned records via RSWeb.Net

TAKE A STEP IN THE RIGHT DIRECTION

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Tel 0800 740 8700



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**FOR MORE INFORMATION
OR TO DISCUSS YOUR
SPECIFIC REQUIRMENTS:**

0800 740 8700

www.saracendatastore.co.uk

OUR LOCATIONS:

