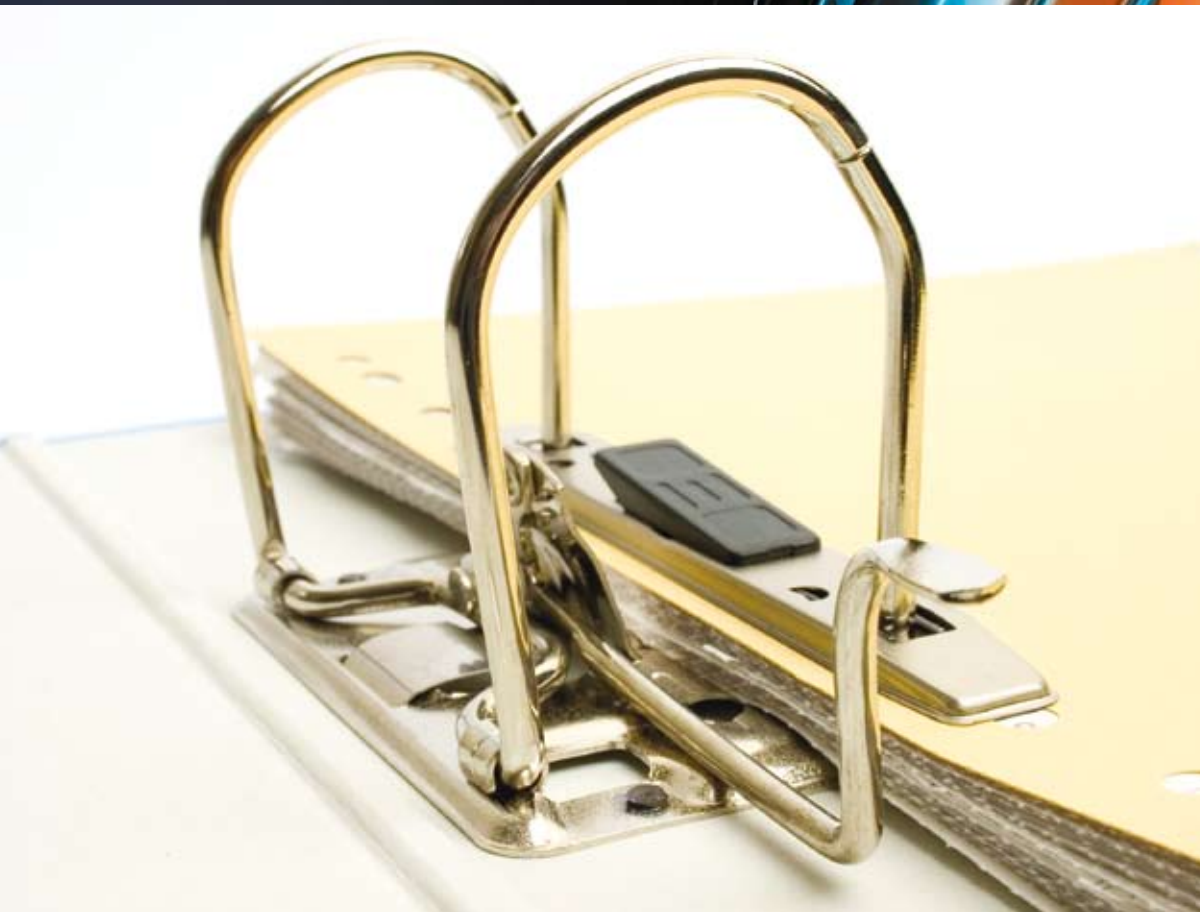


Archive Storage & Record Management Services



Features:

Safe, confidential and efficient storage

BS5454 compliant

Own transport priority retrieval services

Fully trained, security vetted staff

ISO9001/2000 registered

Web based access and reporting

24/7 availability, 365 days a year

Full management and financial reporting



Dataspace UK are dedicated document archive and record management facilities operating in the UK from purpose built facilities in the heart of the Cheshire countryside. National customers are serviced by carefully selected and approved 'Alliance' partners and operate to the stringent criteria as defined in BS5454*



Dataspace utilises conventional and advanced 2D bar code tracking systems to ensure the effective live tracking of all items registered to the system. Boxes, files, tapes, tubes, even down to individual sheets of paper are constantly tracked to dedicated positions within the secure repositories and all item movements are reported to the central monitoring station.



Dedicated vehicles are utilised for the timely retrieval and delivery of physical items. Dataspace does not use the services of temporary staff or third party couriers for the transportation of sensitive client material. Dataspace retrieval procedures operate 24hrs a day and 365 days a year to ensure compliance with Department of Health policies for 'emergency' retrieval of life patient medical records.

For clients who require a more rapid access to vital information Dataspace has the facility to store and manage the archives in a conventional manner and then either fax back the required information or 'scan-on-demand' the paperwork for e-mail directly to the requestor.

Dataspace have developed comprehensive web based solutions, which enable-authorized users to access, view, order retrieval and modify contents of any documents from a conventional web browser. In addition, detailed management reports and cost analysis are available from the tracking system to substantiate budgets or simply report which users are accessing data more frequently.

Dataspace consultancy services ensure client retention scheduling, Data Protection and FOI (Freedom of information) issues are all addressed and clients' are compliant to relevant standards. Consultancy services assist clients' to address on-site record management and storage issues and remodel existing storage areas and/or implement the use of the latest in technology to gain maximum efficiency and a competitive business advantage.

A specialist range of archive supplies are available to help protect client data throughout the legal retention period or until a client is happy for confidential disposal to occur.

For details of our other services please see info sheets on:

- **Document and Diagram Scanning**
- **Confidential Destruction**
- **Archive Bunker**
- **Back-up and Media Vaulting**

