



# Document storage - releasing valuable office space





## Can you afford to lose important information? Can you afford to waste valuable office space storing it?

In today's competitive business environment companies thrive, and are driven by, the need for information. However, there is also increasing pressure on companies to maintain accurate records for longer.

**Losing such data can have a catastrophic impact, threatening the very foundations of a business**

The rising cost of office space makes it difficult to justify keeping all information on site and, in a world where the relentless pace of change stretches IT resources and budget, it's often very difficult to justify the continuing investment of in-house document storage solutions.

However, protecting company information presents enormous challenges. The risk from fire, flood, accidental damage, sabotage and acts of terrorism may be rare but with insurers and auditors now insisting on secure data storage as standard, difficult decisions need to be made and put in place to minimise the risk.

**Many businesses are beginning to see the benefit of storing documents elsewhere.**



Many members of the **British Association of Removers (BAR)** now offer **Archiving and Document Storage** solutions providing an efficient and reliable way of storing and retrieving business records.

### **Archive Storage**

Most BAR members offer a basic level of archive storage for documents. This allows companies to place boxed documents in long-term storage and retrieve them if called upon to do so.

### **Records Management**

This is a comprehensive storage and retrieval system of individual files or documents which may be in intermittent or even regular use. These would include commercial documents, legal papers, hospital records, financial accounts, etc. All documents can be retrieved when needed and delivered within a few hours.

### **Data Management**

These include a variety of material including photographs, x-rays, data back-up tapes, even audio or video tapes, which can be stored and retrieved as necessary.

### **Digital Storage**

Documents can be scanned and stored on CD or hard disk and retrieved electronically as and when required. This type of electronic data management is also becoming available over the Internet allowing companies access to outsourced storage 24 hours a day, 7 days a week.

### **Disaster Recovery Solutions**

Services are also beginning to emerge which provides companies with an automatic, real time, electronic backup of all data and work in progress. This allows instant access to company information in the event of a computer crash or other system failure even if alternative office facilities are required in the event of a major crisis.

**All information storage systems have the benefit of releasing valuable office space and reducing the time companies have to spend in filing and retrieval. They are efficient, practical and will save money for the business. They can all be adapted to suit changing technologies and scaled in line with business needs.**

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