



File Centre
protecting and storing your documents



Trust · **I**ntegrity · **G**uardianship · **E**xpertise · **R**eliability

Introduction

History File Centre Document and Data Storage Ltd became a trading subsidiary of Commercial Transfer (Warehousing) Ltd in 2006. There were two main sides to the company – Record Management and Commercial Removals/Storage which for many years traded alongside but it was decided to form two separate subsidiaries in 2006. Record Management has been a major part of Commercial Transfer Warehousing since its formation in 1991 and in 2000 we adopted the O'Neil Software bar-coding and tracking solution that we use today. The continued growth of File Centre has enabled additions such as a fire-protected vault, VESDA and the expansion to a number of manned warehouses.

Identity As part of developing its own corporate identity, File Centre has rebranded the company by using the image of a tiger to incorporate the File Centre colours and more importantly as the symbol of guardianship for the documents and data under our care.



Overview

File Centre provides a secure and confidential document and data storage, retrieval and delivery service on a national scale.

Products

Supply of Archive boxes
Confidential destruction consoles
Transfer media cases

Services

Secure and confidential storage
Data vault storage (BS5454)
Retrieval and collection, scanning
Web management of archives
Back up tape service
Records retention and destruction
Contract management
Secure transportation and DX service



Confidential destruction

**With identity fraud on the rise
how safe is your shredded material?**

File Centre can offer you its own in house confidential destruction service, providing you with a even greater peace of mind when it comes to the secure shredding of your documents. There are 6 levels of shredding that are available; 1 being the lowest and 6 being the highest.

File Centre offers confidential shredding from DIN level 3 all the way up to the highest level 6. All material is cross shred to the size of confetti or smaller depending on the level required, you can even watch your confidential material being destroyed if you want.

We can supply consoles of varying sizes for the secure storage of your office waste until you are ready for it to be destroyed and subsequently recycled or we can supply security sacks with a numbered security seal for you to place your confidential material in. A uniformed vetted member of staff will collect the sealed bag from you, and the material will be destroyed to the DIN level specified by you. A certificate of destruction is issued to you on completion of the safe disposal of your documents.

File Centre is an ISO 14001:2004 registered company and recycles all the confidential material

Back up service

File Centre offers its clients a premium backup retrieval and delivery service at a very cost effective rate.

Your data is the lifeblood of your organisation, protecting it and making sure that you always have access is one of your most important responsibilities.

Backups will be delivered and collected, returning them to you according to a prearranged schedule to suit your needs, ensuring that you always have the correct items

Fact: 90% of companies who lose their data are out of business within two years.

Having offsite tape storage with File Centre you minimise the risk of unforeseen events at your site affecting your business. Your backup tapes are called back and your organisation is up and running again within hours.



File Centre stores battle boxes for clients which can consist of anything from their regular media to a whole IT suite.

Key offsite tape storage features

- Dedicated purpose built facility which is secure and climate controlled
- Provision of secure lockable data transport cases to protect media
- Bespoke services to meet your requirements
- All personnel logged and monitored - no unauthorised handling
- Tracked vehicles
- Full item history and inventory
- Cost effective

Scanning

Can be undertaken for anything from a couple pages to a whole back scanning project if required using our scan on demand service and scanning bureau. We can undertake the scanning of letters, general office documents, plans, and drawings; incorporating all sizes from A5 to AO and converting them into TIFF or PDF format which can be stored on CD / DVD or hosted so that it can be found easily and quickly from the data captured from indexing or from the document itself.

The original paperwork can be bar-coded and stored in our deep store at low cost or it can be confidentially destroyed in an environmentally friendly manner.

Box and file storage

File Centre offers a cost-effective, efficient, controlled record management service, using barcode technology throughout to ensure verification and accuracy.



What we offer can be tailored to your particular needs.

- You might need regular access, occasional recall, or rarely need access
- When you want to retrieve records one simple request
- Accurately, swiftly and securely

Take up our space, not yours

Your space is valuable and expensive; an onsite file room can cost you time and money and divert your staff's time from their chargeable tasks.

RSWEB.net

On-Line Retrievals

RSWeb.net allows our customers to order online record storage services and supplies; schedule deliveries; check on the status of service requests; define and update item descriptions in selected records; request a scan of a file or document; get free downloads that will help them use our product; and provide 24/7, 365 days a year access to reports on their file activities, printable from their desktops. All user abilities can be restricted or enhanced by us dependent on their user name and in accordance with your specification, so that the right people have the right access abilities.

And RSWeb.net provides "true" web access directly to your database anytime, not simply a copy of the data updated periodically throughout the day.

We supply user manuals for accessing the system and additional training is available; however it is our experience that additional training is not required; the manuals are very user-friendly.

Warehouses

Our warehouses are situated within enclosed yards with separate secure outer gates, which are locked, and the whole area secured. They are also equipped with both fire and burglar alarms with anti-masking magic eye beams covering all passageways and entrance points.



In addition to standard intruder alarms, File Centre has in operation the following security arrangements:

- Intruder Alarms monitored by a central station with Police and Mobile Security Patrol attendance.
- Self contained locked yard entry.
- Separate warehouse proximity entry-system within the main building for authorised personnel only.
- A visual security system at the entrance points to the building and within the warehouse loading area and yard.
- 24-hour alarmed fire exits to prevent unauthorised access.
- Satellite vehicle tracking
- CCTV

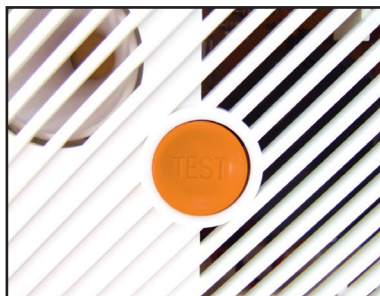
Fire Detection

VESDA (Very Early Smoke Detection Apparatus)

VESDA monitors the entire progression of the fire - easily detecting fire long before smoke is visible and long before any other forms of detection.

VESDA produces multi-level warnings at the very early stage of an impending fire. This provides the valuable time necessary to initiate a flexible, appropriate response. VESDA detects smoke within the Incipient Stage (Pre-Combustion) in which the density of the smoke is so low that it is virtually invisible to the human eye and below the detectable range of conventional-type detection systems.

This provides your records stored at File Centre with the highest levels of protection.



Fire Rated Vault

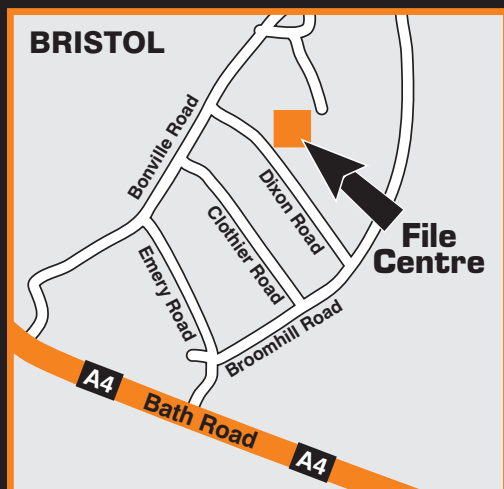
The vault is a 2 hour fire-rated storage area for those sensitive documents or data requiring additional fire protection and security. Access to the facility is by unique token which limits the areas staff can enter. The system records the movements of personnel via a Paxton Access system which conforms to the latest Association of Police Officers (APCO) policy. The environment is temperature and humidity controlled within BS5454 guidelines.

The facility has a Speech Dialler which is used in conjunction with the intruder alarm system and power system. When the control panel recognises an alarm it will dial pre-programmed number and replay a previously recorded message. If the call is not answered the system will dial a second and third number until it is acknowledged.



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E-mail: info@file-centre.co.uk **Web:** www.file-centre.co.uk

Tel: 0845 450 1074 **Fax:** 0845 450 1079

Post: File Centre · 14-16 Dixon Road
Brislington Trading Estate · Bristol BS4 5QW

DX: File Ctre Docs & Data Storage Ltd · DX 51058 · Brislington 2