

ALBANY **RECORDS MANAGEMENT**

The perfect solution for all of your document storage requirements.



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ALBANY RECORDS MANAGEMENT

Albany Records Management is an Australian owned business located in Albany, Western Australia that specialises in the storage, management and disposal of documents and digital media for government departments, local businesses and individuals. We provide various record storage solutions ranging from secure off-site storage through to customised online database to promote the optimum management of records.

Document Storage

Document management is essential for any business or government department. With legislative requirements, harmful environments and security risks, storing important documentation can become a problem for any organisation. At Albany Records Management we understand the importance of storing documentation and offer the perfect solution to suit you.

Taking all factors into consideration we are able to offer an affordable solution for all your document and digital media storage requirements. Our climate stable warehouse has ample space to cater for all your current and future storage needs providing an environment where paperwork can be stored for long term without the worry of mould, environmental damage or pests. To ensure security and confidentiality, access is limited to approved staff only, with physical and electronic access control. We are also a provider of services to State Government Departments under the group buying arrangement throughout the Great Southern.

While we have the security of your documents in mind, we have also made depositing and recalling as easy and flexible as possible. There is also an additional service of a customised online database which enables you to be able to search, track and order any required documentation at your convenience.

Albany Records Management understand that each business is unique when it comes to storing documentation. Our staff are happy to visit your premises to discuss your storage requirements and how we can tailor a solution to suit you.



Albany Records Management can assist with:

- Secure storage premises for documents of all types including records and digital media
- Environmentally stable premises to ensure preservation over long periods.
- Online system for ordering storage records and supplies
- Secure document and media disposal
- Supply of pH. neutral archives boxes in various sizes.
- Transport services available in Albany and throughout the Great Southern.

Let ARM take the hassle
out of storing your
archived records today!!

We work with your individual needs to find the best solution for you!!

Transport Services

To make retrieving a file simple for your business we provide a comprehensive transport solution for your records including collection, delivery or exchange of any required documentation or digital media. With daily delivery services throughout Albany and the Great Southern all orders are delivered in a timely manner and transported in fully enclosed and secure vehicles for safe and confidential delivery.

Alternatively collection from our facility is also available. You are either welcome to collect the item from our office or utilise our on-site private viewing room. We also accept bulk deliveries for storage or destruction.



Systems

All items entering into storage are allocated unique barcodes, these can relate to an archive box and optionally individual files. Our records management system facilitates the ability to trace records from initial collection and all activity through to eventual destruction or retrieval.

Our system also allows for a custom built online database which enables you to enter, track, search and order records and supplies. We can also incorporate already existing identification codes alongside our barcodes to keep any current document management procedures your business may already have in place. Our system also allow for us to supply any generated reports that may be required.

Security

We maintain a high security storage facility to provide a secure location for all your important documentation. The premises is constructed of reinforced concrete walls, floor and ceiling to provide superior environmental stability and security. With monitored intruder and fire alarms, CCTV, electronic access control and various fire suppression systems our facility meets or exceeds all legislated requirements.

Staff

Our staff members understand that first-rate record management is essential to any business and are specialised in helping organisations with their required storage. All our staff provide a national police clearance at time of employment and are trained to provide professional customer service to assist with any storage enquiries or specific requirements you may have.



Digital Media

Comprehensive records management doesn't end with document storage, a part of any good disaster recovery plan is having digital media stored off site. As well as document management we also offer the service of digital media storage in our secure, purpose built media safe.

Our safe is designed to store digital media and protect it from adverse climate, fire and theft. We offer a flexible rotation service at your convenience to ensure you have a current backup safe and secure.

Document Disposal

When it comes to document management, disposal of paperwork is another component that needs to be taken into consideration. As part of our records management solution we can safely and securely dispose of documents and digital media utilising our on-site industrial shredder.

We can also provide any business with a 240 litre wheelie bin secured with padlock and key to keep on premises for all your shredding needs. As part of this service we can rotate your bin on a regular basis or as requested.

Whether your records are stored at our facility and require disposal or your business requires secure shredding we can assist you.

A certificate of destruction is available upon request.

Many businesses believe that storing documentation in storage containers or spare rooms can be efficient for their organisation without considering the risks involved. Storing items in these environments can increase the risk of ruining the items and rendering them unfit for use.

These risks could include:

- Mould from poor ventilation or irregular air conditioner use.
- Risk of being eaten by pests & rodents
- Water damage from leaks or flooding
- Loss due to fire or theft
- Misplaced items due to poor organisation

At our facilities all conditions of storage have been taken into consideration to provide the most efficient records management solution to suit your business.

Storage Supplies

When it comes to storing documentation, you should also take into consideration the type of box you use. Most boxes that can be purchased only have a lifespan of a few years before they collapse and become unusable. We can provide your business with durable pH neutral archive boxes which can be utilized for any storage requirement.

Our boxes are available in two standard sizes and can accommodate A4 paperwork including suspension files and manilla folders. They are available with either separate or integrated lids and are perfect for long term storage.

What we can store

At Albany Records Management we not only store documents and archive boxes. We can also assist with the storage of various other records including legal files, historical records, medical records and agendas. We also have the capacity to assist with the storage of maps, poster and architectural plans in postal style tubes. Our archive boxes can be utilised for any requirements you may have whether you are looking at storing business or personal documentation.

We can store:

- Government records
- Legal files
- Medical files
- X-Rays
- Business documentation
- Personal memorabilia
- Photo albums
- Personal documentation
- Plans, posters and maps
- Agendas and minutes
- Digital media
- Historical items
- Certificates



The benefits of storing with Albany Records Management:

- Effective storage solution with easy management system.
- Easy and fast access to archived documents
- Transport services for delivery and retrieval
- A clean, safe and environmentally stable premises
- Low cost, efficient pricing
- Secure and confidential storage and disposal
- Online software for ease of tracking and ordering
- Save valuable commercial space
- Approved supplier to the State Government under the Group Buying Arrangement

Albany Records Management understands that each business is unique when it comes to document storage requirements. We can tailor the perfect solution to secure your valuable business information.