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filofile
DOCUMENT MANAGEMENT

Thinking inside the box



Document Management
and Retention

“Knowing what to keep and how long to keep it is the real problem”

New challenges for managing the ever increasing volume of paper and the creation of new documents, records, emails and business correspondence mean that all businesses today are faced with the same problem of how to catalogue and keep documents.

Legislative regulations concerning records management are so complex and often misunderstood and the risks associated with non compliance are far reaching. Ultimately the Information Commissioners Office can fine up to £500,000 for data breaches.

Filofile understands the challenges faced by business today and has developed a cost effective method that addresses the complete life cycle of a document. One of the most serious problems is destroying documents before, or storing beyond the end of their legally required retention periods.

Thinking inside the box



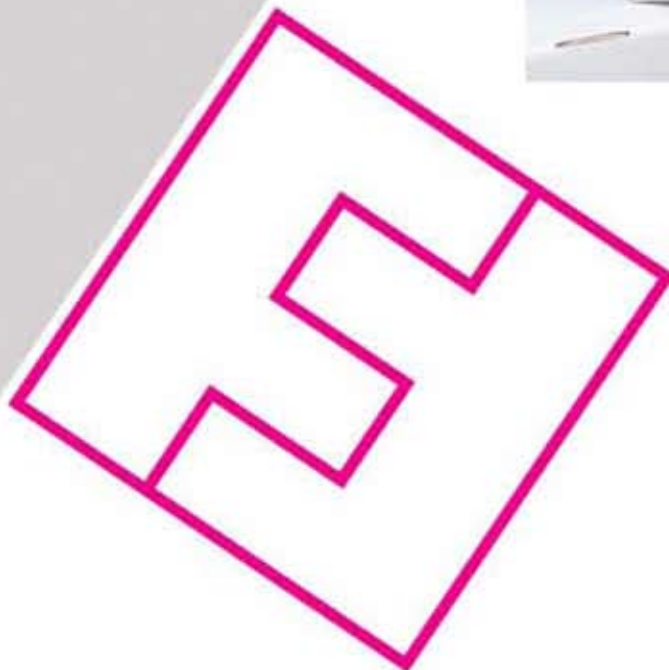
"We started using Filofile in December 2008 and have found the entire setup 100% professional and efficient at all times"

Collection, Indexing and Registration of Documents

Filofile meticulously registers all of your boxed documents on to our comprehensive secure records storage system using barcode indexing technology that enables fast and accurate document retrieval on demand. We can also provide individual file registration if required. These methods save you time while providing you with the peace of mind that all your valuable papers are securely logged and stored in our secure facility.

We use the world's leading document management software – so no matter how you like to run your business you can be sure that we utilise a system that's more than capable of coping with your requirements for file tracking and providing state of the art traceability.

All boxes are barcoded and registered onto our records management system free of charge.



Thinking inside the box



Storage, Retrieval and Compliance
 Filofile provides a 24/7 full service and secure climate controlled storage facility for all of your business' critical data. We will work with you in meeting your disaster response and recovery requirements.

Our modern and large secure records storage facility is fully equipped with motion detectors, smoke detectors and linked to police and fire service and monitored 24/7.


We have installed state-of-the-art exterior and interior CCTV equipment to offer our clients a safe and secure environment for their document storage needs.

Filofile has achieved ISO 9001 Certification having successfully undergone external audit which confirmed the robust quality assurance procedures in place to protect and manage clients' data.



Clients can request Next Day or Same Day delivery. Priority / emergency requests can be delivered within two hours of your order. Depending on the volume you store with us we'll give you a free NEXT DAY retrieval allowance tailored to meet your individual needs. You therefore benefit from a very cost effective retrieval service.





Secure document management for
greater productivity, profitability
and peace of mind

Many of our clients switched to us after becoming dissatisfied with the services offered by our competitors. FiloFile is different in many ways:

Local, convenient and responsive

Your files are stored nearby, not hundreds of miles away.

Conscientious and helpful

We've built up a small team of long serving staff who have developed close relationships with clients.

Flexible and accommodating

We're not so large that the unique needs of individual clients take second place to "the system". We tailor our service to fit your needs

Cost effective

You don't pay for things you don't need. And there are no hidden charges. You also benefit from free collection, free registration and free retrievals.

Well-resourced and equipped

We have state-of-the-art security and tracking systems.

Data protection and compliance

We have robust systems and are happy to help with any audit requests you may have in order to meet legal or professional compliance requirements.



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filofile.co.uk

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