



ARCHIVE SECURITY

SECURE OFFSITE ARCHIVE STORAGE & SERVICES



ARCHIVE SECURITY & DATABANK ARE YOUR PARTNERS IN INFORMATION MANAGEMENT!

ABOUT

Archive Security commenced operations in NZ over 35 years ago and has successfully provided the Secure Management of paper based business information solutions. These services have been focused on assisting business and government customers to manage and protect their vital information across all formats for the purpose of records retention and business compliance.

Archive Security has now joined with DataBank. DataBank is Australia's largest specialist provider of secure offsite media services. Archive Security together with DataBank offers our customers a total and highly professional solution to the management of all critical information whether paper based or electronic.

Archive Security meets all Government and statutory requirements in Australia and New Zealand and is Sarbanes Oxley compliant. Archive Security customises all aspects of its services, in order to meet the changing needs of our customers. We will monitor and tailor a cost effective solution to meet and exceed current and future expectations of our broad customer base.

The prime objective of Archive Security is to provide highly secure modern storage facilities, supported by unsurpassed service delivery standards, **FIRST TIME, EVERY TIME.**



We have the experience, commitment, resources and expertise to help. We value your trust and acknowledge our responsibility.

"If it is important to you, it is important to us"



Archive Security offer facilities which meet or exceed the Australian Standards specified for Safe and Secure storage of all paper based documents and electronic data tapes.

PEOPLE, PROCESS AND TECHNOLOGY

- All staff are permanent employees of Archive Security (no sub-contractors) and are required to undergo State and Federal police security clearance and sign confidentiality agreements prior to commencing employment
- A rigorous training program for all staff, ensures that they are highly skilled and competent, to carry out all aspects of document management services to our standards
- Our management team are highly experienced long term employees
- Our mature business processes have been developed to deliver against strict SLA's and service standards. The high levels of automation provided, utilising latest proven and innovative technologies, further enhance delivery of client satisfaction and business efficiency.

Our operational systems include "Archive online" , a Unique internally developed Archive File/ Carton tracking software allowing:

- Cataloguing of every file in every carton with online availability
- Fully automated carton handling (bar-coding and scanners)
- Online audits (location and transactional history)
- Online delivery dockets (including signatures)
- Online billing information



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"Archive Security is a sophisticated, technology driven, security focused, offsite logistics service, dedicated to deliver superior levels of customer service"

FACILITIES AND INFRASTRUCTURE

- Strategic location meets DISASTER RECOVERY distance requirements. Allows for RAPID RESPONSE to customer sites via a number of connecting roads or alternate routes.
- Standalone masonry constructed facilities with full perimeter fencing
- Situated away from heavy industrial and manufacturing of noxious, toxic or hazardous substances.
- Our facility is not subject to flooding or adjacent to railway lines, high voltage electricity transmission lines or magnetic fields
- State of the art security and intrusion detection systems, movement detectors, seismic alarms.
- Restricted controlled access to premises.
- CCTV cameras in strategic locations monitoring all movements 24 hours a day, 7 days a week, 365 days a year.
- Engineer designed high level fire alarm system incorporating VESDA and Gas Suppression, connected directly to Fire Brigade for early warning and immediate response.
- Service Vehicles - Fully maintained, modern company owned vehicles fitted with a sophisticated alarm system keeping vehicles secure at all times.



'Archive Security track EVERY movement of EVERY Archive File/Carton with full archival history, ensuring optimum control and comprehensive audit trail for all transactions.'

MARKET EXPERIENCE

- Archive Security currently service over 4,500 customers across Australia and New Zealand including many of the top Australian and New Zealand companies.
- Our customers include a broad spectrum of business, industry, State and Federal government departments, all sharing a common goal of optimising the control and leverage of their information assets.
- Our unique systems and processes have been developed from our depth of knowledge, vast experience, and commitment to understand our customers needs.
- We offer the flexibility for operational system development and modification to meet our customers needs and the ever changing requirements of statutory regulations and compliance.

Archive online 'is SARBANES OXLEY compliant'

SUPPORTING SERVICES

- Supply of superior quality Archive Cartons & File Boxes
- Cataloguing and indexing services
- Active file management
- Document scanning and hosting
- Scan on demand
- Provision of on-site customer reference rooms
- Customised barcode supply
- Secured transportation service
- Secure and confidential destruction of paper and electronic media
- Off-site consultancy services
- Secure storage of all electronic computer media
- Supply of electronic computer media
- Supply of secure electronic media storage boxes
- Supply of tamper evident seals

Contact Archive Security for more information on
Archive Document Storage Services

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