Records Management Services

Britannia

REMOVALS, STORAGE AND INTERNATIONAL SHIPPING

Britannia

Britannia, the Right Choice for Your Business

Britannia offers simple, cost effective solutions to all the document and data storage needs of your business.

With office space at a premium and increasing statutory requirements to retain documents and data, efficient storage and archiving presents a problem to every successful business.

Because you know your business better than anyone, Britannia works with you to create tailor-made storage and retrieval solutions that are unique to you and suited to your business needs.

Because we are at the cutting edge of document and data management, you can be sure that your Britannia solution will continue to work for you as your business grows and develops.

Whatever your storage needs, Britannia has the experience and expertise to transform the way you do business.

Right for Your Business

To offer you the best solution to the storage needs of your business, a Britannia representative will meet with you to establish your current storage problems. By listening to your needs and understanding the way your business works, we can offer the right solution to take your business forward.

Hard Copy Storage

The first step for many businesses will be to archive an existing legacy of documents in cartons and to create an efficient retrieval system. We will advise you on how to catalogue documents for archiving and supply you with archive boxes and a referencing system. Once you have stored your documents in cartons and recorded the contents against the carton reference, we will collect the archive boxes and place them in a document store. We will apply a bar code to each carton for easy retrieval.

Hard copy documents can be retrieved and delivered on a same day, next day or emergency basis.

The solution to your storage space problems couldn't be simpler.

Britannia, the One Stop Storage Solution

Scan on Demand

Sometimes the retrieval of a hard copy file may not be practical, because of time limits or when the delivery address is outside of normal parameters. In such cases, Britannia can scan the document and make it available for access by any computer in the world with a suitable modem connection.

Where your business requires full electronic access to archived information, individual documents can be scanned and filed with an index reference. We are able to store information in many different formats depending on your requirements. We can also store images of documents, recognised file formats, sound clips and even 3D images.

Access and Security

To request retrievals and activity reports, Britannia recommends access via an internal portal. A customised search and request form means that your staff will be able to use references that are familiar and enter data that is 'branded' to your company. We will set up access levels and passwords to ensure that the information stored by you, either in hard copy or electronically, is secure.

We understand that the security of your data is paramount and our security measures are exceptional. Britannia does not take verbal instructions from clients without confirmation.

Data stored electronically is supported by a series of at least three separate backup measures for maximum security.
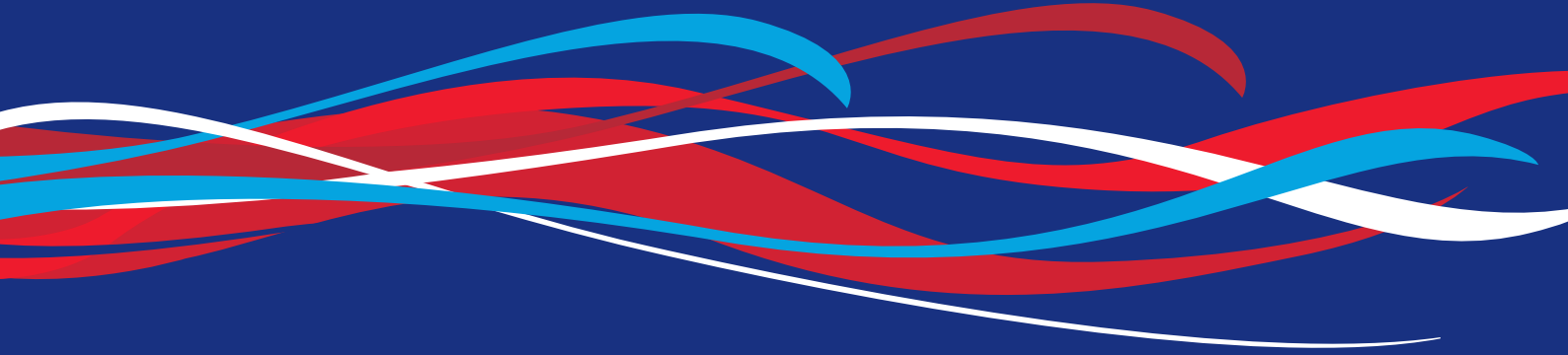
Secure Shredding

Security does not stop when you cease to need access to a document. All items received by Britannia have a mandatory review date to ensure that your business does not pay for management of a defunct archive. The shredding process is documented to avoid errors and we can arrange for shredding to take place at your business premises or at the point of storage. We always issue certificates of destruction for shredded documents.

Arrange to meet with one of our expert representatives to see what Britannia can do for your business.

Family companies, local knowledge, global reach.

Britannia
Movers International

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