



Records



Digital



Datashred



Relocation



Technology

YOUR RECORDS MANAGEMENT PARTNER

We provide safe and secure
document, tape and heritage storage
and record management solutions
the length and breadth of the UK



Records Management



We are the **largest UK-owned** records management company and we can store and manage all your **business-critical documents, back-up media and heritage items**, and offer a range of online management and retrieval options.



Document storage

25 million items in storage

We offer a contemporary **end-to-end document management** solution that places your data, security and reputation at the centre of what we do. You can choose **near storage** for active files or **deep storage** for deeds, wills, financial and medical records that must, by law, be retained for many years.

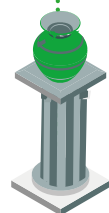
You can have complete trust in our security measures: vetted staff, GPS-tracked vehicles, access control, fire suppressants and air and humidity control.



Tape and media storage

2.7 million tapes in storage

For all types of organisation, the bedrock of any plan is having back up, and that should mean keeping all your **computer back-up tapes, DVDs, magnetic tapes and CDs** in secure off-site storage. Should the worst happen, we will help set you back on your feet within hours. We even offer an online cloud back-up and restore solution.



Heritage storage

7.6 thousand m³ heritage items stored

We offer an innovative heritage storage service for **galleries, museums and organisations** that meets the high conservation standards of BS 4971:2017 BS EN 16893:2018.



Ultra-secure vault storage

Our **ultra-secure storage vaults** are an ex-military establishment, many feet below ground level and **invisible to satellites and Google Street-View**. We can tailor-make the space and storage to your exact requirements.



Online management system

We offer you **access, traceability and visibility** of all your boxes, tapes, files and assets, direct from your teams' desktops, with a go-to archive and asset-tracking software program. The software means you are in total control of managing the retrieval, return and destruction of your items.



Online file tracking

We help you lock down your **on-site chain of custody**, increase productivity and ensure your business is future-proofed and responsive to all new data protection regulations with our bespoke on-site file and asset tracking software, Dovetail.

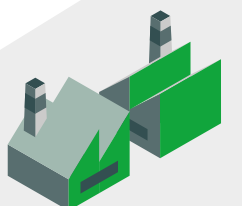
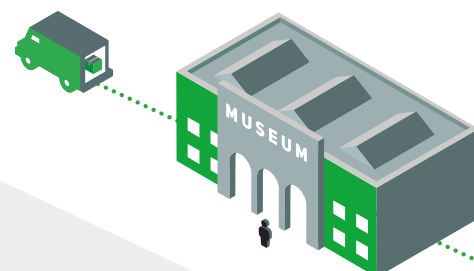


GDPR and standards

Making sure we handle data **professionally, securely and strictly** in line with current and future protection regulations is the cornerstone of all our businesses, so we have a lot of experience and insights to give in ways that suit you.

At Restore Records Management we operate to the highest industry standards.

ISO9001 – Quality Management Systems Standard
ISO14001 – Environmental Management Systems Standard
ISO22301 – Business Continuity Management Systems Standard
ISO27001 – Information Security Management Systems Standard
BS 10008 – Electronic information Management Systems Standard

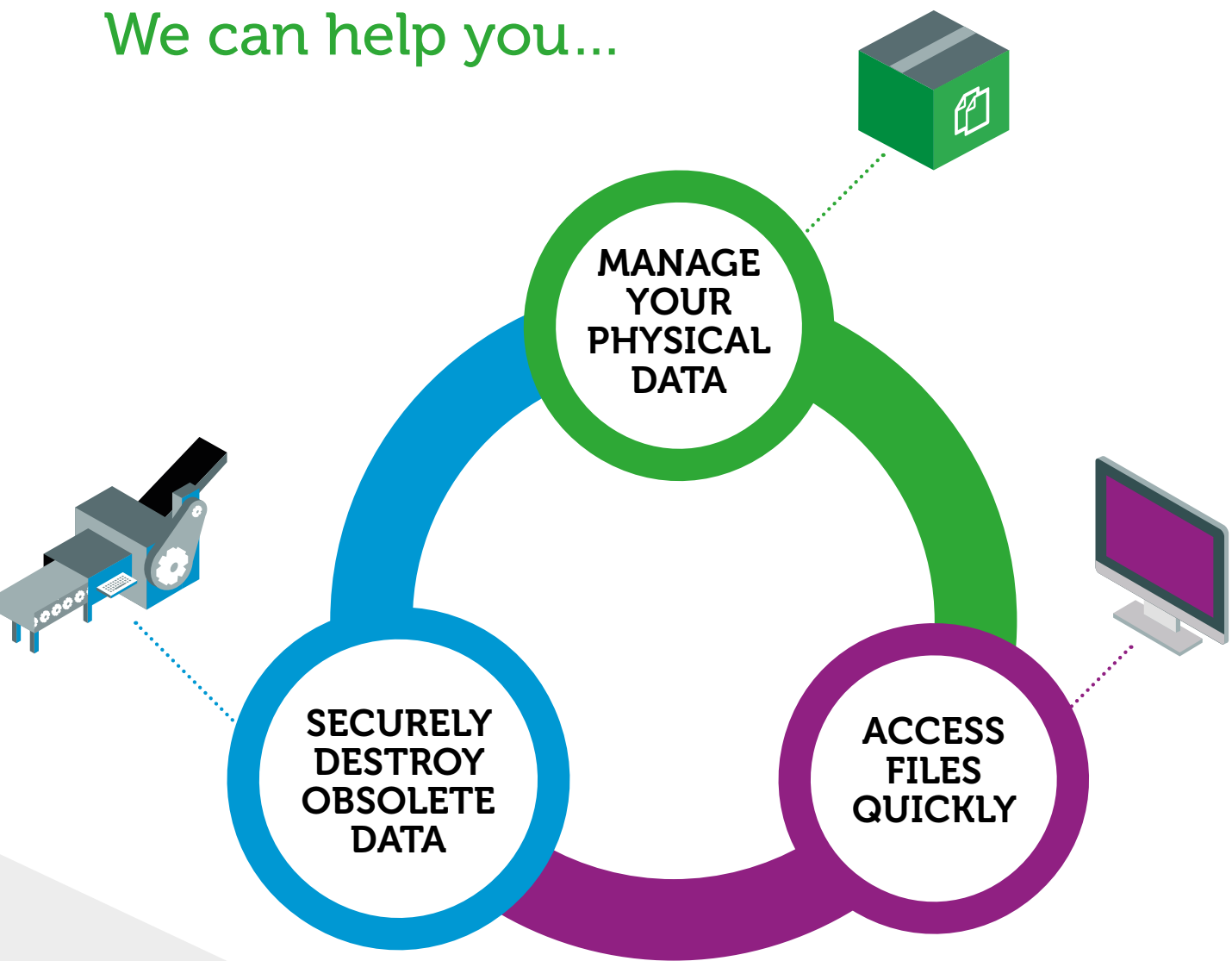


A Single Source Partner for Your Document Lifecycle

Day by day your data grows and grows. That's why it's important for your business to have a complete data management solution in place that protects your data at every stage of your document lifecycle.

At Restore we are all about innovating new practices that enhance your experience, allowing you to access and manage your data more efficiently.

We can help you...



Document management

Preserve and protect your information and assets in highly secure and compliant facilities, allowing your business to manage information growth easily, work more efficiently, be GDPR compliant and repurpose space within your office.

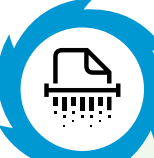
Files or back-up tapes in off-site storage with Restore can be returned to you in a matter of hours to ensure business continuity.



Document scanning

Access your data more efficiently through our range of document scanning options. We support organisations on their digital journey, whether through one-off projects, or wholesale digital transformation.

Files in secure off-site storage with Restore can also be scanned, giving you the option to access a scanned copy of your file immediately where the physical file is not needed. An ideal solution for companies operating home, hybrid or remote working practices.



Confidential shredding services

No organisation can afford to underestimate the cost, to both their reputation and their bottom line, of information falling into the wrong hands.

Our range of confidential storage services help customers stay compliant with retention and disposal deadlines and data protection regulations.



Benefits of Off-Site Records Storage with Restore

Retention and Compliance

UK and European legislation outlines that certain records must be kept and appropriately cared for and, when the time comes, disposed of correctly. Failure to comply with the standards for records retention and management could result in a data breach, which could land you with a £17 million fine (or 4% of annual turnover – whichever is higher) and damage the reputation of your organisation.

Type of document	Must be kept secure for...
Copy of customer correspondence	3 years post sent/received date
Accident Books	3 years from date of last entry
Invoices	6 years after audit
Personnel Records (including directors' contracts)	7 years after employment ceases
Minutes of Committees or Board Meetings (Official Copy)	The life of the organisation

*Important statutory requirements periodically change. You should seek expert advice or contact Restore Records Management

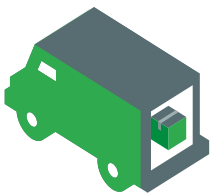
Do you have all bases covered?
Is the information from the following departments being cared for and stored correctly?

- Operations
- Finance
- Human Resources
- Procurement
- Sales
- Marketing



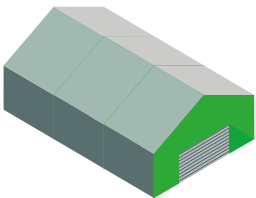
Document security

One of the most important reasons to consider storing your documents off-site is security. These days a filing cabinet under lock and key is not sufficient enough as a lone method of security. Offices, in particular, are busy environments and a missing file could easily go unnoticed. It is an organisation's responsibility to keep its confidential information safe and so suitable precautions should be taken to make sure that certain files have restricted access.



Making more space

Filing cabinets full of documents take up space. Whether you're a small, medium or large company – or if you have been in business for a while – you likely need many file cabinets to store all your archived paper documents. Each cabinet requires about 15 square feet of space to be fully accessible, so storing your company's records at your business is probably taking up a large chunk of your space. Imagine how much extra room you will recover by using a secure records management facility for your data storage needs.



Improve business continuity

We don't like to think about it, but sometimes disaster strikes. This could be in the form of fire or flood. Unplanned events like these at your business can damage or destroy records placed in boxes or racking in a spare office or a storage room. In this type of situation, disaster recovery can be a difficult task without off-site data storage.

Our secure off-site climate-controlled storage facilities can keep valuable company and customer data protected from unexpected damage, allowing your business to get back on its feet faster after experiencing a loss.



Improve cost & time efficiency

Off-site storage solutions are more cost effective than portable storage or leasing extra office space. With off-site document storage, you only pay for the number of boxes being stored and offers far more flexibility than leasing extra office space or a self-storage unit.

You will also save your company time. Off-site storage solutions are more time efficient than handling your own records because employees will no longer have to spend time boxing up files and searching through them to find a paper document that is needed. Our online portal enables access at the touch of a button, audit trails and proof of an unbroken chain of custody.

Restoring our World

Our ESG strategy

Restore recognises the impact of its operations on the environment, its responsibility to the communities it operates within and its obligations to its people, its suppliers and other invested stakeholders.

We have made a commitment to accelerate its journey to Net Zero carbon emissions, in-line with the objectives set out in the 2015 Paris Accord and the Group has stated its goal to become a Net Zero organisation by 2035.



Restore has engaged the Planet Mark organisation to provide support in the development of ESG plans including the identification of key actions, target setting and measurement & reporting of progress.



Sustainable resource consumption

Restore has already taken significant steps toward converting its operation towards sustainable consumption. This includes sourcing most of its electricity from renewable power providers through the REGO backed energy scheme.

We are delighted to have joined The Climate Group's EV100 project that, along with some of the world's most influential companies, is working towards making electric vehicles the norm by 2030.

Here at Restore we have already started adding Electric Vehicles to our fleet and will continue to increase this each year to reach our target of having 100% electric fleet.



Constructing smart buildings

Our sites are undergoing significant development incorporating green generation and energy efficiency. At our Rainham site, LED lighting is now controlled via movement sensors and we have installed 90 325w QCell solar panels.



We always aim to send 0% to landfill

Our Datasheed teams have implemented robust environmental targets to make sure Restore recycles 100% of the paper and materials that we process every day.

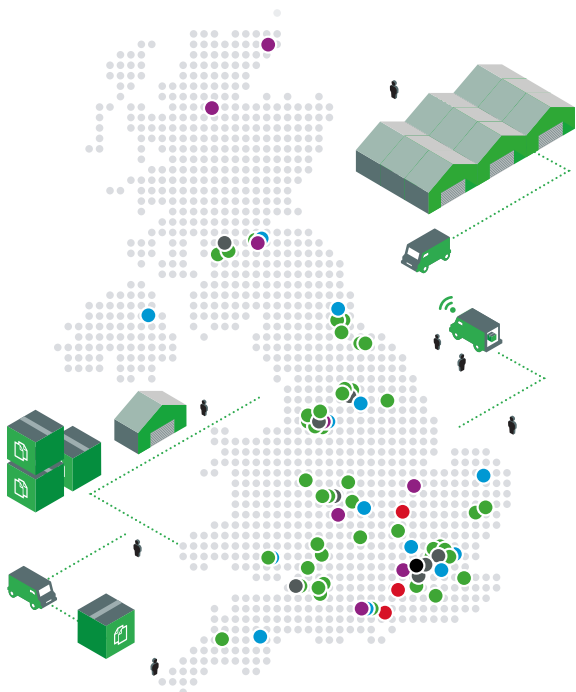
This means we send all shredded paper recycling to local mills in this country to be made into recycled paper products; we send shredded textiles to be converted into energy, and we process as much of your confidential digital assets as possible so that they are reduced and re-used – not buried in the ground.



Restore in Numbers

FULL UK COVERAGE

80+ Full UK coverage with over 80 storage and processing centres UK wide



OUR CUSTOMERS INCLUDE

94% Top UK legal practices

88% FTSE 100 companies

67% Local authorities in England, Wales and Scotland

81% UK NHS Trusts

86% Top 50 UK accountancy companies

RECORDS MANAGEMENT – INFORMATION WE MANAGE



Boxes



Files & deeds



Asset tracking software & staff



GDPR & consultancy



Tapes (IT)



Cloud storage



Private vaults



Heritage services



Cold store



Bespoke NHS services



Films (Media)



Scan/digitisation

The Restore Group



25 MILLION ITEMS IN STORAGE



Records Storing in confidence

We store and manage millions of archive boxes, document files, film and computer tapes in secure facilities nationwide.

As a customer you can count on us to help you achieve your goal of maximum efficiency for your records management in the following areas:

- Compliance, GDPR and legal exposure
- Privacy and security
- Disaster recovery/BCP
- Access to information
- Cost control
- Restricted space

1.3+ MILLION ASSETS PROCESSED EACH YEAR



Technology Services for our customers' IT assets

We offer you the complete set of services for your technology assets, from installation to relocation, re-sale and recycling. At Restore Technology we can optimise and manage the entire journey of your hardware.

- IT lifecycle services
- IT relocation



Restore Records Management is part of the Restore plc group of companies, providing a full range of office support services.

As a group, we cover public and private sectors with sites the length and breadth of the UK.

Our first class customer service alongside high levels of security help you run your business as smoothly and efficiently as possible with complete peace of mind.

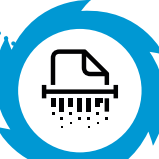


238 MILLION IMAGES SCANNED

Digital Making our customers' data work harder

We support organisations on their digital journey, whether this is the aim of being completely paper free or just reducing your reliance on paper.

- Document scanning
- Digital mailroom
- Digital workflows

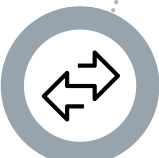
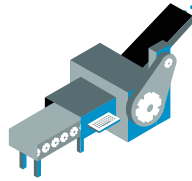


100 THOUSAND TONNES SHREDDED EACH YEAR

Datashred Serious about shredding

We are one of the leading providers of data destruction in the UK, with secure shredding centres across the country providing you with scale, efficiency and unrivalled value.

- On-site shredding
- Off-site shredding

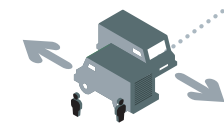


250+ THOUSAND PEOPLE MOVED EACH YEAR

Relocation Moving professionals

As the market leader in commercial relocation, we specialise in creating effective workspaces, as well as technology moves and storage for all sectors, focusing on an approach led by you.

- Business relocation
- Technology relocation
- Recycling & reuse



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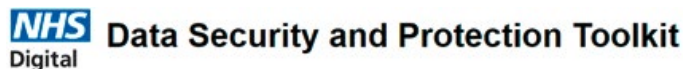
Restore Records Management is committed to providing you with a range of records management solutions that are complementary, highly efficient and innovative and that give excellent value for money. When combined with the services of our sister businesses within the Restore plc group, this makes us not just the largest UK-owned records management company but, coupled with our geographical spread, a leader in our field.

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Nigel Dews, Managing Director,
Restore Records Management

Restore, a business you can trust



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Let's get social



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