
RECORDS MANAGEMENT

Information, data, vital records, crucial files, indispensable reports, critical scans – Within the foundations of every company lies information. This bank of information lends its own weight in value for each company but no matter the format that it takes, it should be protected.



PROTECTING INFORMATION

Our Solutions are
Effortless and
Effective

With over 25 years' experience protecting information, we have learned a thing or two and believe that is reflected within our solutions. Starting with our purposely built, world class record centres with advanced security and fire features, it's proof that protecting and securing information is what we do.

During recent times, our business has proven to be agile and flexible, together with our range of services available, we can create a solution that will not only cater to every

records management need but can enhance your day-to-day operations and improve business efficiencies. From a two box client to multiple thousand, from an active archive with daily file retrieval requests to deep storage to meet regulatory requirements, our tailor-made solutions work with every company, across any industry.

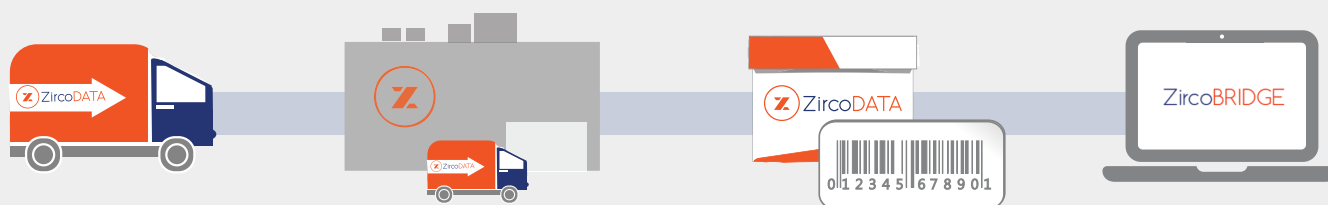
SECURE DOCUMENT STORAGE

From first contact with ZircoDATA, we will step in and seamlessly manage your records from end-to-end. If you are seeking a flexible document storage solution, look no further.

Smarter information management is what we stand by. Our service begins from day one: We will collect your files in our privately owned secure GPS-equipped vehicle driven by one of our trained and friendly transportation specialists, from there, your files are securely transported to one of our record centres and barcoded for immediate identification. Your files will be delivered and collected at your request, as frequently or infrequently as needed.

With our unique processes and procedures, you remain in control. The movement of each file or box is tracked using handheld barcode scanners. Comprehensive point-to-point, date and time tracking will record the journey of any item from our records centre, to your premises and back again. How is this all possible? With ZircoBRIDGE, our online client portal.

HOW IT WORKS?



ADDITIONAL SERVICES

Secure Vault Storage

Climate controlled, biometric access vaults are ideal for storing historical, critical documents and images. If your vital files are x-rays, stored on magnetic tapes or historical films, the vaults are the best place for them.

Information Management Consultation

Not sure where to start or what program you need? No problem. Our expert team can help improve current processes, make recommendations or assist with retention schedules to ensure your information management is no longer something you need to worry about.

ZircoBRIDGE

Retain Full Control by Accessing your Information any Day of the Week, any Time of Day

Our online client portal, allows you to select a file for delivery/retrieval, request a digital file of a document with the Scan-on-Demand function, view invoices, run audits of your information or simply order more ZircoDATA boxes.

BENEFITS OF SECURE STORAGE

Security and Compliance

Improved security and maintain full regulatory compliance no matter your industry.

Cost Effective Solution

Improved organisation and streamlined processes lead to direct cost savings.

Reclaimed Office Space

Free up space and resources to focus on other aspects of your business.

Gain Control and Digitally Transform

With everything in one location and managed through ZircoBRIDGE, you are in full control and can easily begin to digitally transform your documents, as you move forward.