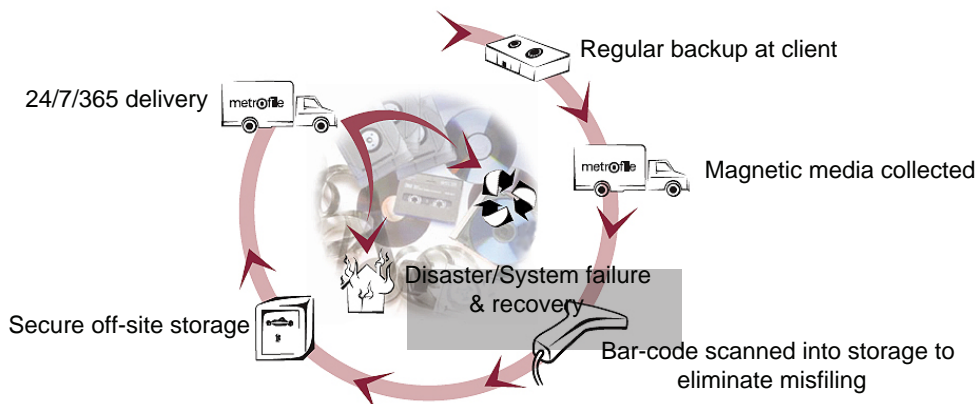


Storage and Retrieval Process



Storage Offerings

Containers

- ✓ Securely locked, foam lined and water-proof containers.
- ✓ Containers locked and sealed at customers' premises ensuring security and confidentiality of contents.
- ✓ Various size containers available depending on clients' requirements, including unique specially designed CD containers.



Courier Bag System

- ✓ Unique, standard-sized courier bag holding up to 4 magnetic tapes.
- ✓ Metrofile branded courier bag ensures peace-of-mind security.
- ✓ Courier bag can be left at clients' reception, reducing collection and delivery times and eliminating IT department interruptions.

Open Rack

- ✓ Open rack storage system that ensures immediate retrieval of specific tapes.
- ✓ High security environment.
- ✓ Peace of mind as Metrofile manages clients' library on their behalf.
- ✓ Cost-effective as the client is charged per tape managed.



The opportunity to cut costs and increase efficiency through highly skilled staff and state of the art systems to ensure speed of service.

CALL NOW FOR EXPERT ADVICE ON HOW BEST TO STORE AND ACCESS YOUR ELECTRONIC RECORDS.

Email: info@metrofile-ksa.com, Tel. No.: (+966 1) 4744355, Fax No.: (+966 1) 4744308, website: www.metrofile-ksa.com

Off-site Electronic Media Storage



Secure storage under environmentally controlled conditions

Data held in magnetic format is vital to the day-to-day operation of most organizations, in addition to being integral to business continuity in the event of a disaster. Allied to this is the need to take scheduled regular back-ups of the data and store them in a secure, remote climate-controlled location. Metrofile's Metrovault service is used by thousands of corporations, largely due to the exemplary quality of our infrastructure and associated service offering.

Features

- ✓ Purpose-designed vaults ensuring a dust-free, temperature, humidity and climate-controlled environment.
- ✓ Data storage vaults cater for all types of back-up material such as magnetic cartridges, tapes, microfilm, microfiche and optical discs.
- ✓ Security is the cornerstone of the operation. Access is limited to Vault personnel only.
- ✓ To ensure that material are not tampered with, all items are sealed when leaving the clients' premises and returned in the same way.
- ✓ All containers are foam lined for shock absorbency and waterproofed.
- ✓ Collections and deliveries are jointly scheduled together with the customer, and handled by authorized personnel only.
- ✓ Tamper-proof containers which are sealed and bar-coded before leaving the customers' premises.
- ✓ Clearly marked vehicles with satellite tracking.

Benefits

- ✓ PRISM* approved security measures.
- ✓ A pre-determined daily, weekly or monthly rotation of your computer back-up media.
- ✓ Unscheduled and after-hour deliveries available on a 24-hour, 365-day basis.
- ✓ Carefully laid down procedures ensure collections and deliveries are executed correctly giving the client peace of mind.
- ✓ In the event of a disaster, magnetic media can be retrieved and business can continue within 2 hours.
- ✓ Your Magnetic Media is stored far away from your offices so they cannot be sabotaged, stolen, damaged by fire, floods, etc.
- ✓ We manage your library of tapes at economic rates which make good business sense.
- ✓ Tailor-made systems to meet your everyday requirements.