

metrofile

document - data - storage - management

the art of your document caring

Off-site Storage



Metrofile Headquarters in South Africa

Metrofile Storage Centres' mission is to provide a cost-effective and secure document and data storage facility that protects information from natural disasters, fire, burglary, sabotage and virus infections. Through this, Metrofile is committed to safeguarding an organisation's continuity and survival and ensuring a client's peace of mind.

Metrofile utilises sophisticated data management and networking software to ensure efficient and timeous access by clients to their files. Through the development and introduction of software systems, clients have direct web access to the Metrofile warehouses through their own computer systems.

Using secure and protected warehouses Metrofile provides off-site storage and management facilities for documents, drawings, diagrams and other media. Documents are stored randomly to ensure the highest levels of security.

Benefits

It's inexpensive

Office space is too costly to be wasted on storing inactive records, making Metrofile's service a cost-effective option. The cost of in-house archives includes renting more and more space, extra staff, training, infrastructure, protection, procedure development and equipment. Metrofile enables you to reduce overheads and capital expenditure. You replace them with a predictable, cost-effective budget. Metrofile's sophisticated labeling, indexing and tracking system guarantees quick and easy access to your data at short notice.



It's efficient

Highly trained personnel using advanced computer systems ensure that service is prompt and efficient. We constantly review and upgrade our systems, where necessary, to meet the specific needs of our clients. Metrofile will pack, index, sort and purge files for you, using qualified teams on your premises if required. We can also provide trained staff to manage active records on your premises, and will train your staff if you choose to do your own labeling and packing.

It's secure

All containers are randomly located and anonymously bar-coded, and may be accessed only by authorized personnel. Storage facilities are monitored 24/7 and are equipped with CCTV, uniformed guards, comprehensive fire detection and prevention equipment, which is maintained through regular servicing. At Metrofile, your documents are stored away from the threat of disgruntled or dishonest staff.



Regular reports

We provide you with regular inventory, activity and status reports so you are fully informed.

Document retrievals

When you need to retrieve or return documents, Metrofile's collection and delivery service provides the ideal solution.

Simply make an order for retrieval (by your authorized personnel) and Metrofile will fax, e-mail or deliver documents direct to your office. Metrofile use bar code technology to record details of every consignment on to a database for total accountability.

Confidential document destruction

When sensitive documents are ready for disposal, it's vital that they don't fall in to dishonest hands. Your company's credibility and financial safety depend on it. Metrofile provides destruction list on a monthly basis. The list will provide detailed information of all records that is due for destruction according to your companies' retention policy. This will help you to assess the destruction date and authorize Metrofile to destroy all documents that is no longer required. Material is put through industrial shredders and destroyed 100% guaranteed. You receive a certificate of confirmation for complete accountability.

How It Works

When you move your documents to Metrofile's facility, we make sure everything goes like clockwork. We start by providing a team of specialists to catalogue and index your documents. Each file is labeled with a barcode and packed neatly into Metrofile storage boxes. Details are entered on to a database. We also take care of all transportation.

Store your documents safely at Metrofile Storage centre and you will gain better control, improve security and reduce costs. MetroNet Online Access System allows you to make searches and order retrieval 24/7. Barcode technology ensures 100% accuracy and our dedicated team deliver on time, every time. For urgent requests, we will retrieve, scan and email your documents instantly. Every transaction is entered on to a database for complete accountability.



Contact Us

METROFILE KSA LLC
www.metrofile-ksa.com