



Glenbeigh
Records Management



STORAGE

Glenbeigh Records Management (GRM) provides a simple, secure and cost effective solution. Your documents are

collected from you and stored off-site in our Records Centre. Using sophisticated software, GRM tracks every step of the record's life cycle;

from document creation, maintenance, storage, delivery and retrieval. We also offer a secure confidential destruction service for boxes at the end

of their life-cycle. Our highly secure Records Centre enables organisations to effectively realise the benefits of offsite records storage.

Even though records are stored off-site in our facility, clients maintain full control by being able to track their entire records inventory, manage services, and access activity reporting instantly.

Online access is also available, along with 24/7 customer service and support.

Should you wish to view a number of files at once, or conduct an audit of your files in a private, confidential, and comfortable environment, you can avail of our private viewing rooms.





VAULT STORAGE

Protecting your sensitive documents and highly valuable items or those requiring special environmental conditions, you need to know you are choosing the safest place for them. GRM's vaults are ideally designed to store highly confidential documents and media, title deeds, backup tapes, high-value items, documents requiring long term preservation, disaster recovery programs etc.

Deep within the heart of our Records Centre, lies an array of fully alarmed, 2- hour fire-rated storage vaults, which are specifically designed to protect your assets from destruction, theft and damage. We offer 2 types of vault storage:

Option 1

Share a vault with other clients. This option is more cost-effective because you only pay for the exact amount of storage space used, rather than paying for the capacity of the entire vault.



Option 2

Own your own private vault, with your own key, which is a unique offering from GRM. Clients who require maximum security for highly sensitive files prefer to choose this option.



About us

Specialising in offsite document storage, scanning and imaging solutions, offsite media storage, vault storage, document destruction, online data backup and consultancy, GRM are the perfect choice for all your document management needs.

Our clients include numerous Government bodies, along with organisations from private sectors including business and finance; consumer and retail; manufacturing

and construction; energy and transport; and telecommunications and computing.

Service and quality is an ethos that runs through each company within the Glenbeigh Group. We know that if it was not for our clients, we would not be here. As a result we constantly maintain a strong focus on service excellence. We pride ourselves on our flexibility in offering customised solutions, along with a commitment to constantly improve our performance.

Our highly secure, state-of-the-art facility situated in the heart of the Glenbeigh Campus, combined with our committed customer service team, ensures that our thousands of satisfied clients can gain access to their critical data as and when they need it. We know your business depends on it.





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GRM has invested in the most advanced scanning technology to scan and index all types of records, including paper, bound volumes (books), microfiche and microfilm.

Paper Scanning

Forming the core of GRM's scanning bureau is the IntelliScan® XDS scanner, a multi-application, high-speed, mixed document scanner that offers image-capturing capabilities up to 600 dpi optical resolution and scanning speeds up to 550 pages per minute. The BancTec CDS uses an open track, belt fed transport system, which cannot cause any damage to your files. This is in contrast to other scanners which use roller fed transports, which, just like a photocopier, can jam and damage pages during scanning.



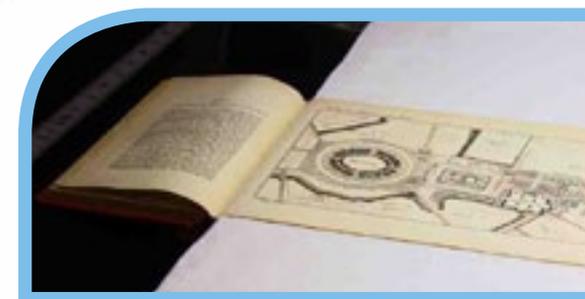
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Book Scanning

When scanning bound volumes we utilise the Kirtas 2400D book digitiser, which is specifically designed to produce very high quality images from bound material, without damaging the originals.

GRM uses vacuumatic technology, and each page is picked up and turned gracefully, ensuring all your books are handled gently. The robotic arm reduces the need for manipulating pages by hand, which is most critical in the case

of old or fragile bound documents. The computer-controlled arm uses an adjustable vacuum system, in tandem with page fluffers to gently pick up and turn one page at a time. We also use manual book scanners where required.





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Microfilm and Microfiche Scanning

GRM uses specialist scanners to capture images from all types of microfilm and microfiche. We can enhance the image quality of poor quality microfilm, and we can output to all image formats such as JPEG, PDF-A, TIFF etc.

Scanning Benefits

- Up to 550 scans per minute
- Duplex scanning
- Save time and money
- Disaster recovery
- High security
- Environmentally friendly
- Multiple simultaneous users

