



ARCHIVE

YOUR DATA OR INFORMATION PERFECTLY ARCHIVED

Handling strictly confidential and highly sensitive data is our core competence. Your security is a matter of utmost concern to us.

Our security archives are designed to meet our customers' highest demands. From individual stand-alone solutions to cross-regional projects, we are always able to work according to these principles and in compliance with all specific customer requirements and legal regulations. We are always able to guarantee the security of your documents and information.

Each archive item, whether it is a single page, a file or a packaging unit of an archive good, is uniquely identified by a barcode, which, together with the storage location, is anchored in our EDP system. Your index criteria represent the later search criteria.

Our customers decide how detailed their documents are classified: Important documents are recorded individually, while the more cost-effective group filing is often sufficient for routine processes. We always store information such as content, cost units, or pre-calculated destruction dates. In addition you can select from up to 30 additional fields and define their field length, specification and naming. The archived goods are stored in chaotic storage according to customer specifications. For Rhenus Office Systems, this means saving space and, if required, optimizing routes and saving time.

We pass on these sustainable cost savings to our customers. We know from our experience how high the demands on a service provider are to offer services at the same or higher quality at a lower cost. //

Our proprietary online system for research and ordering allows you, to order archived documents, whether digital or physical, from the comfort of your desk. As a standard, we provide you with a document or archived material within 24 hours. In the express mode, we deliver the desired information to you by fax or scan-on-demand within the shortest possible time. If we have digitized your documents, you can search and find them directly at your desk via our web archive.

We are happy to expand the digital archive step by step via scan-on-demand solutions.

Resubmission, reminder and warning functions can be implemented for all documents. The history of accesses is stored in the EDP - also about the time of destruction - and can be fully traced at a later date. Our system is audit-proof, just like our processes. Many years of experience with small customers, such as doctors in private practice or lawyers, right up to international corporations enable us to meet individual requirements and needs on the basis of standardized processes.

This makes us both a file storage provider for our customers as well as an integrated archive service provider and document logistics provider. //



// YOUR BENEFITS WITH RHENUS

- Employee commitment, training and testing
- Alarm systems
- Fire alarm systems
- Airlock technology
- Video surveillance, plant security
- Access control and documentation
- Process documentation
- Revision security and historization

Business Networking Platform

We provide you with an internet/intranet platform for all document logistics applications:

- User admin/authorization concept
- Order tracking
- Cost unit related accounting
- Order dispatching
- Variance analysis
- Statistics and



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