

# Is An Archive Storage Center Right for Me?



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## Archive Services vs. Self-Storage

Have you ever stood in the rain while holding a box of documents, trying to close the roll-down door of a storage unit? It's not a good use of your time and doesn't do much for the security of the documents.

Every business needs to store documents. Whether you have tax records, patient information, or legal documents, you need to retain these important records. Do you keep all your records on-site in your office space? Or, like many businesses, do you use some form of off-site storage?



Decision makers often grapple with the pros and cons of storing documents in a self-storage facility versus using a professional archive service provider. Unfortunately, the choice of using self-storage is often made without even knowing that an archive service is the more secure and less expensive option. When you place your business records in a self-storage facility, you are essentially only renting space. When you contract with an archive service, you are investing in a comprehensive service that offers convenience, security, value, and expertise.

### CONVENIENCE

If you've ever had to search through multiple boxes to find the right customer record from years ago, **there's a better solution**. Keeping your important documents at a self-storage facility just down the road may seem convenient, but consider these factors:

- Getting access to a document quickly means leaving your work place during business hours—an interruption to the normal work flow
- Someone else has to cover for the employee making the trip to the self-storage facility
- If your employee makes the trip after hours or on weekends or holidays, you might have to pay overtime rates or reimburse them for mileage
- Unless the documents you placed into self-storage are properly indexed, your employee could spend hours searching for the single document you need.



*That doesn't sound very convenient.*

In contrast, using an archive service provides real convenience. Instead of standing in the rain trying to balance a box of records, you can access records you need quickly and easily. Look for an archive service where all you need to do is log into your web portal and either:

- View the document online (if your documents have been scanned)
- Or submit an order to have the document delivered to you within just a couple of hours, 24 hours a day, seven days a week, 365 days a year.

With the right archive service, your documents are properly organized, allowing you immediate access to your most vital business information. Now *THAT* is convenient.

### SECURITY

Do you know who your self-storage neighbors are or who works at the facility? Does your self-storage unit protect you from natural disasters, a broken pipe, theft, or other scenarios that could jeopardize your critical records? Self-storage is inherently insecure:

- They don't have rigorous procedures and training to secure your records
- Your space at a storage facility of 150 units has 149 strangers with many storage staff having 24x7 access to the facility
- There is no disaster protection.



In contrast, security is at the top of every archive service's list. Here's what to look for:



**Vetted Employees** – Staff should be background-checked and drug tested. Employees must also be trained in the proper handling of sensitive information and chain of custody protocols



**Controlled Access** – Systems should be in place to provide physical security, preventing unauthorized people from entering and roaming through the facility. Video security monitoring should also be available and written policies and procedures must define who can access stored material and under what conditions



**Disaster Protection** – Archive services are more than just warehouses. Look for services that protect your digital and paper documents with fire suppression systems and an internal video surveillance alarmed system.



## EXPERTISE

As your business grows, you need a partner who can make the complicated challenge of records management easier. An archive service has a dedicated, trained, professional staff committed to providing the highest level of information security and customer service. Here's what to look for:

- **Records Storage** – An archive service should use bar codes and a triple verification method to create a trail showing where and when each item has been processed: *1/*The item is scanned at pickup and loaded into the archive service's truck; *2/*The item is scanned when removed from the truck at the loading dock, letting the inventory system know the item is being added; *3/*A final scan is completed when the item is placed at the storage location.
- **Retention Scheduling** – Notification when specific documents are due for review or destruction. This allows you to manage your information without having to create an in-house notification process and without needing to staff it with your own employees. This also reduces expenses.
- **Data Destruction** – When it comes time to destroy records, archive services are trained in the proper disposition of printed and digital financial data, personnel records, client reports, and other sensitive information. This ensures your confidential data is not compromised. Archive services provide a certified destruction record for each physical item destroyed, ensuring the information they contain is never accessible to competitors or thieves.

## VALUE

If you're like many small companies, you store records in your office until you don't have any more room. Then you rent a storage unit and regularly move documents back and forth in the trunk of your car. Not only is this inconvenient, it is not secure and it is expensive. Regardless of your size, archive services are convenient, secure, provide information management expertise, and cost up to 40% less than self-storage.

Storage Type	Monthly Rate	Boxes/Units	Price/Box	Labor/Delivery
<b>Self-Storage</b> (10 ft. x 10 ft. Outdoor Unit)	\$200	280 boxes with shelving	\$1.40	\$60*
		500 boxes without shelving	\$0.40	\$60*
<b>Archive Center Storage</b>	\$104	280 boxes with shelving	\$0.37	Included
		500 boxes without shelving	\$0.37	Included

*\*Based on a 4 hour trip to have 1 office staff @ \$15/hr. for travel back and forth, to find, and load boxes.*



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Here's how archive services do it: They charge by the cubic foot because they can store records vertically. Self-storage units charge by the square foot regardless of how high you can stack boxes. In addition, archive services have established facilities and expertise designed to meet the needs of some of the largest and most secure organizations in the world.



FINAL THOUGHTS

Your company is never too small to start using a professional archive service. Whether you're a start-up or an established business, you generate a large quantity of printed and digital documents that are critical to maintain. From tax records to human resource documents, you need to have a secure location to keep your business records safe and readily available.



While self-storage might seem like the easiest option, it isn't. To top it off, self-storage is expensive and you're just renting a space. You have no guarantee of security and no help with document management. A professional archive service offers true convenience and security, as well as records management expertise you can't find anywhere else. And, with savings of as much as 40% over self-storage, an archive service delivers exceptional business value.

