

> Safe storage of your documents

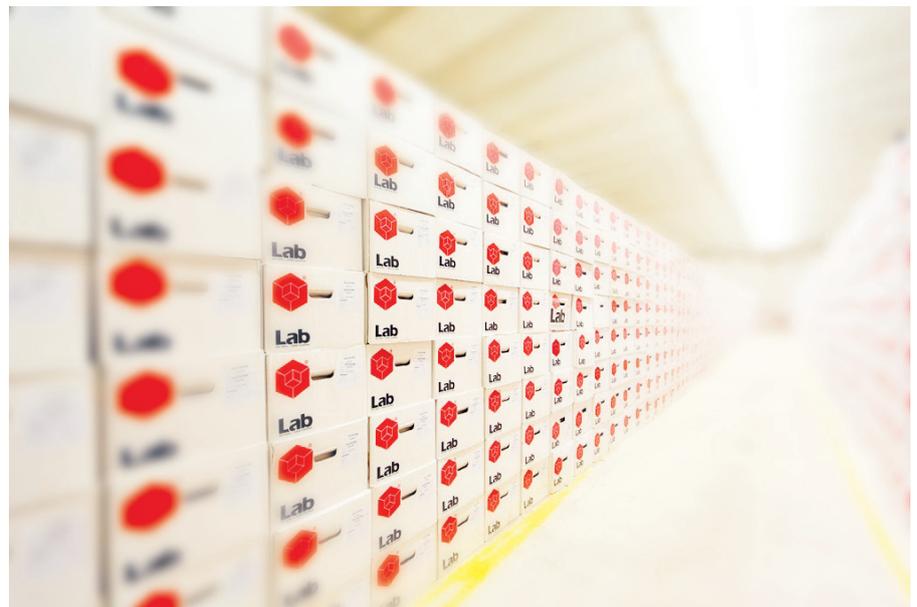
STORE YOUR DOCUMENTS IN A SPECIALISED STORAGE FACILITY

Safe storage specially designed to meet your requirements: centralized or customized storage space.

Free your offices and premises of documents by entrusting Labgroup with the storage of your physical archives.

Focus on your key business activities by outsourcing the processing of your document flows, whilst ensuring ready access to all stored documents.

Once your documents have been stored and labelled in storage boxes specially designed for frequent handling and mass storage, they will be transferred to our “shared” or “personalised” warehouses. Labgroup has a total of 27,000 square metres of storage space across seven different sites situated within the Grand Duchy of Luxembourg.



Our archive boxes



> **In the long term**, the storing of archives becomes a costly business. The volume of documents that have to be kept in order to comply with legal requirements, or simply to ensure the running of a business, can be extremely costly in terms of space, and difficult to manage on a day-to-day basis.

How can documents be packaged on the basis of consultation rates and requirements? What solutions should be adopted in order to ensure that your more important business documents are constantly updated? How should sensitive documents, or those essential to business continuity, be stored? How can the confidentiality of your documents be guaranteed? How are documents to be sorted, packaged and referenced? When and how should they be destroyed?

> **Labgroup offers answers** to all of these questions: the collection and transportation of your archives to strong rooms is based on 35 years of experience in the market. We take great care in order to guarantee the confidentiality, security and traceability of your documents and data, which are protected and safeguarded throughout their entire lifecycle.

Should you opt for shared storage, your archives will be anonymously located to various different storage sites, together with those of our other customers. We manage, on your behalf, the physical flows of such documents, from their collection through to their referencing, transportation, return and, if necessary, destruction. Operational costs being shared among customers, you benefit from lower fees.

If you do not want your archives to be stored in our shared storage facilities, we can offer personalised strong rooms, where you may manage by yourself access or alternatively entrust us with this task.

> **Labgroup offers:** the anonymous identification of your archives; the traceability and recording of each operation; storage sites protected against major risks (intrusion, fire, etc.); authorization management services; secure, computerised facilities.

Main advantages:

- > **Labgroup offers :** the anonymous identification of your archives; the traceability and recording of each operation; storage sites protected against major risks (intrusion, fire, etc.); authorization management services; secure, computerised facilities.
- > **Lower costs :** optimisation of office space ; flexible storage based on requirements.
- > **Increased efficiency:** complete handling of archives (indexing, storage, return and destruction of documents) ; rapid access to information, either through their return or through the scanning of the original copy; collection and transportation of archives in specially-designed, tracked vehicles.
- > **Risk management :** modern, secure facilities; certified sites and services; compliance with standards, regulations and legal requirements; confidentiality and traceability, in accordance with the ISO 27001 standard.
- > **Operational expertise:** assistance, training and support; Records Management methods; qualified, experienced staff.
- > **Safety and Quality Commitments:** ISO 9001-certified Quality Management; Financial Sector Professional status granted in 2004 by the Luxembourg Financial Sector Supervisory ommission (CSSF).

Structured and secure archiving using Arcstore®

