

CHECKLIST

How effective is your paper archiving system?

A good archiving system is about more than just structure and method.

It's a way to save time, money, optimise information security and to meet your company's compliance requirements. But how do you know if your current archiving system is up to the job?

👉 **Find out where you stand with this checklist.**



💡 If you identify any gaps, don't panic: our experts are here to help you optimise the way you handle your archives.



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Legal compliance

- ☐ You comply with the legal retention periods for each type of document.
- ☐ Your archives are managed in compliance with regulations (GDPR, ISO standards, etc.).



Security

- ☐ Your paper archives are protected against fire, flooding and other disasters.
- ☐ Your archives are stored in a secured manner.



Accessibility

- ☐ Your documents are quickly and easily accessible.
- ☐ Your filing system is efficient.

Operational efficiency

- ☐ Your archives are inventoried and fully traced.
- ☐ Your archives are well-organised, free of duplicates, and unnecessary documents.
- ☐ Your current system allows you to efficiently manage the flow of incoming and outgoing documents.





Cost



- ☐ Your archiving costs (storage, management) are optimised.
- ☐ You have sufficient space to store your physical documents.
For instance, in case of moving to another building.
- ☐ You have considered reducing your costs by switching to digital solutions.
- ☐ You measure the TCO of your archiving system.

Getting ready for the future

- ☐ Your archiving system is capable of evolving as your business grows.
- ☐ You are confident when dealing with audits.
- ☐ Your archiving plan is regularly updated.



You have identified areas for improvement?
📞 Complete this short form to make an appointment with one of our experts.

[Form: Towards an optimal archiving system](#) 



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