

archive<sup>it</sup>

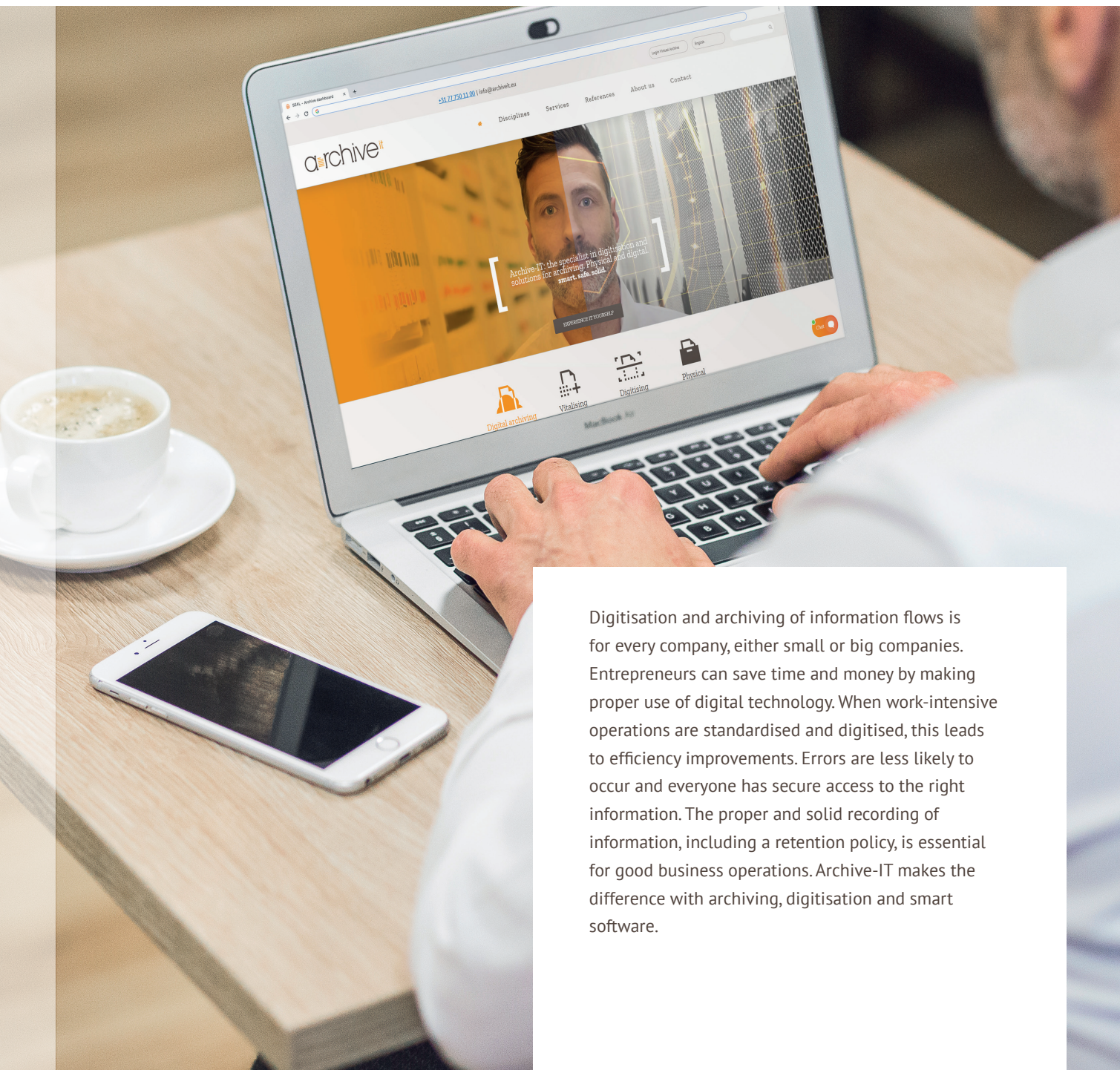
Working digitally  
in a safe and  
efficient manner

Businesses

# We are Archive-IT!

Archive-IT is a driven organisation that works every day to help other organisations store data - both physical and digital - and retrieve it quickly.

Easier processing of data into information, which improves cooperation and efficiency. That is what we stand for!



Digitisation and archiving of information flows is for every company, either small or big companies. Entrepreneurs can save time and money by making proper use of digital technology. When work-intensive operations are standardised and digitised, this leads to efficiency improvements. Errors are less likely to occur and everyone has secure access to the right information. The proper and solid recording of information, including a retention policy, is essential for good business operations. Archive-IT makes the difference with archiving, digitisation and smart software.



## Physical archiving

Archive-IT offers various archiving possibilities. Physical archiving is a good solution for documents that are not needed directly within your daily work processes, but that you do need to save.

Think for example of (construction) drawings, the financial or administrative archive that takes up unnecessary space. Placing the archive safely in one of Archive-IT's secure archive buildings frees up valuable space within your organisation. Do you need a file? You can request all your archive documents On Demand (both physical and digital)! This allows you to gradually build up your digital archive and digitise only what you need.

From conditioned archive storage, as well as bulk storage in boxes on pallets.





## Digitising

Although in many cases information is now created digitally, there may still be documents in physical form within your organisation that need to be digitised. Documents that are important for daily work processes or that have a certain retention status.

Because there are still many information storing places; think of digital applications and paper documents from the past, there is incompleteness of information. In order to merge the two worlds of physical and digital, digitisation is necessary.

Archive-IT will discuss your wishes, requirements and possibilities with you, so that your physical documents integrate seamlessly within your digital domain.

## Digitisation of files

- + Complies with GDPR legislation;
- + Integrated with your current system;
- + By using the right combination, you get the most cost effective result;
- + Access to information anywhere and at any time.





## Vitalising

As soon as your organisation chooses to digitise its paper files, this immediately leads to an improvement in the general overview. It often turns out to be difficult to find exactly the information you are looking for within an extensive file. Think of that one price indication in that thick file of more than 100 pages. Thanks to smart technology, the digital file is analysed and then classified into easily findable subgroups. In no time you can easily find the right document.

Maintaining an overview has been made easy and analyses can be done quickly and reliably.

With our vitalisation services Archive-IT creates added value for your information. We do this by classifying, extracting and indexing, validating and then exporting. By actually doing something with your digital data, unstructured data is transformed into structured information. This increases the findability of your valuable documents and makes it easier to maintain an overview and analyses can be carried out quickly and reliably.





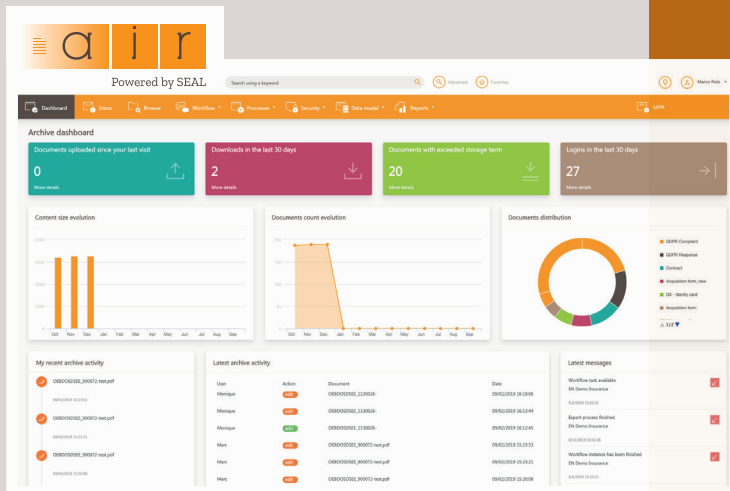
## Digital archiving

Everything digital, that sounds great! You will notice that the pile of digital data is getting bigger and bigger. As a result, you are in danger of losing the overview and risks in the area of compliance and governance. Digital archiving stands for easily finding the right information on the the right moment in the correct form. Archive-IT offers with AIR, the solution to create order in the digital chaos by jamming the entire archive laying in a single overarching system. As a result, all documents and files shall remain accessible, authentic, reliable and usable for the entire storage period.

## Why AIR?

With powerful functionalities around Records Management AIR enables you to manage both your papers as well as digital archive, in accordance with de legal frameworks. Save your documents in a secure environment and use the power of metadata to classify, navigate, search and find.

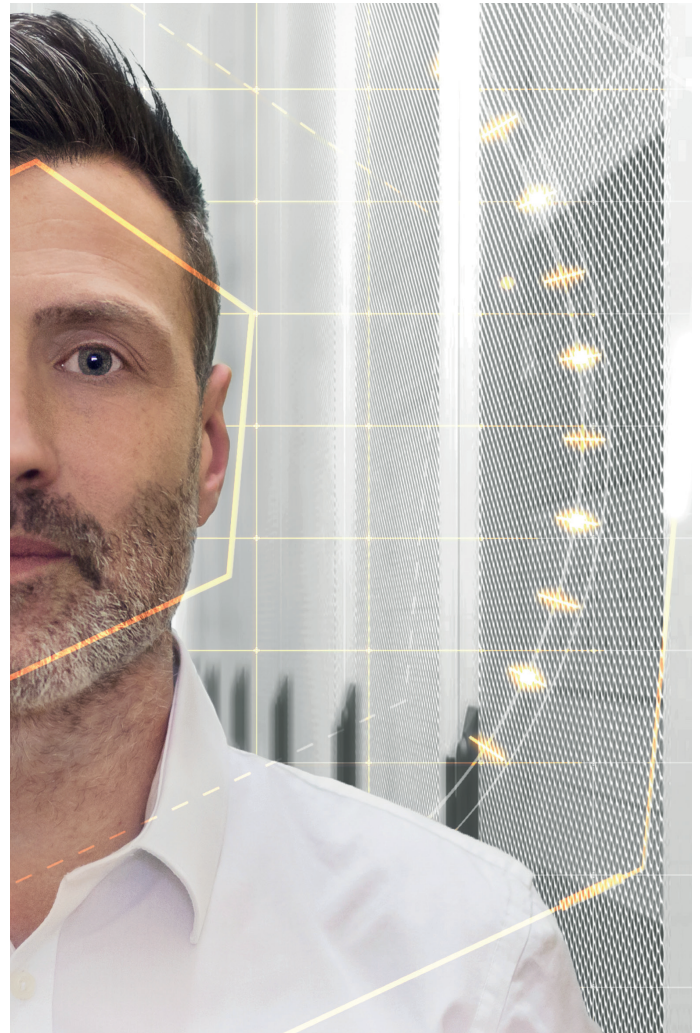
By bundling all saved data smart and dynamically, new insights occur from already available data. This way, data becomes valuable information. As a result, your archive gets more value and you utilise information like never before.



# Safety

Whether it concerns physical archiving, the digitisation process or our software, Archive-IT guarantees optimal security and care. Archive-IT can only offer this guarantee if the security of both physical and digital files is guaranteed at all times.

- + Complies with GDPR legislation;
- + Data Protection Officer;
- + Internal Privacy & Security Officers;
- + Software is periodically ethically hacked by a certified company;
- + Confidentiality Statements & VOG of all employees;
- + Unique CO<sup>2</sup> extinguishing gas installation;
- + Strict access control;
- + Camera surveillance;
- + Burglary prevention;
- + And much more!



Archive-IT takes measures, both physically and digitally, to achieve and maintain that high level. We hold ISO 27001, ISO 9001 and NEN 7510 certifications, the (international) standards for information security and quality management.







**ajax**  
Onderhouds- en  
Reparatiebedrijf voor  
Brandblussers

Modelnummer	1000000000
Chargenummer	1000000000
LN	2015
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**BLUSGAS**  
**CO<sub>2</sub>**  
**EXTINGUISHING GAS**

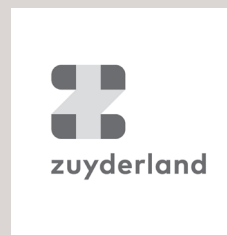
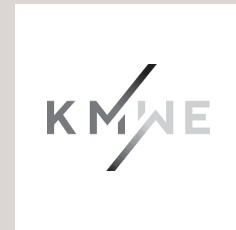
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# References

## Brabantia chooses Archive-IT to digitise personnel files

With the idea of being able to grant authorised staff access 'with one push to the button' in the future, Brabantia chose to have its paper personnel files digitised and imported into their system.

Petra Hasselo, HR-manager at Brabantia Netherlands: *"During the digitisation process, I particularly enjoyed the proactive attitude of Archive-IT. The Archive-IT employees were really on top of things to ensure that everything ran as smoothly as possible and in accordance with the agreed schedule. If I had any questions, I was always neatly, quickly and kindly helped".*



A custom-made solution for your business? Our team of specialists will be pleased to think along with you!



Originated from **Jalema**

archive<sup>IT</sup>

**Archive-IT**  
since 2004

**T/MG**

Part of  
**TIIMG**



**Active**  
in 4 countries



**150 km**  
individual storage



**50+**  
employees



**15.000+** software  
users



**6 km** conditioned  
storage



**ISO 9001/16175/27001**  
**NEN 2082/7510**



**500+**  
contract customers



**25.000** pallet  
storage places



**GDPR**  
compliant

Take a look at all our services and products on our website and request a non-binding introduction to one of our experienced advisors!

[www.archive-it.eu](http://www.archive-it.eu)

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[ smart. safe. solid. ]

