



## Whitepaper

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# 9 REASONS WHY BUSINESSES SHOULD USE A RECORDS MANAGEMENT PROVIDER

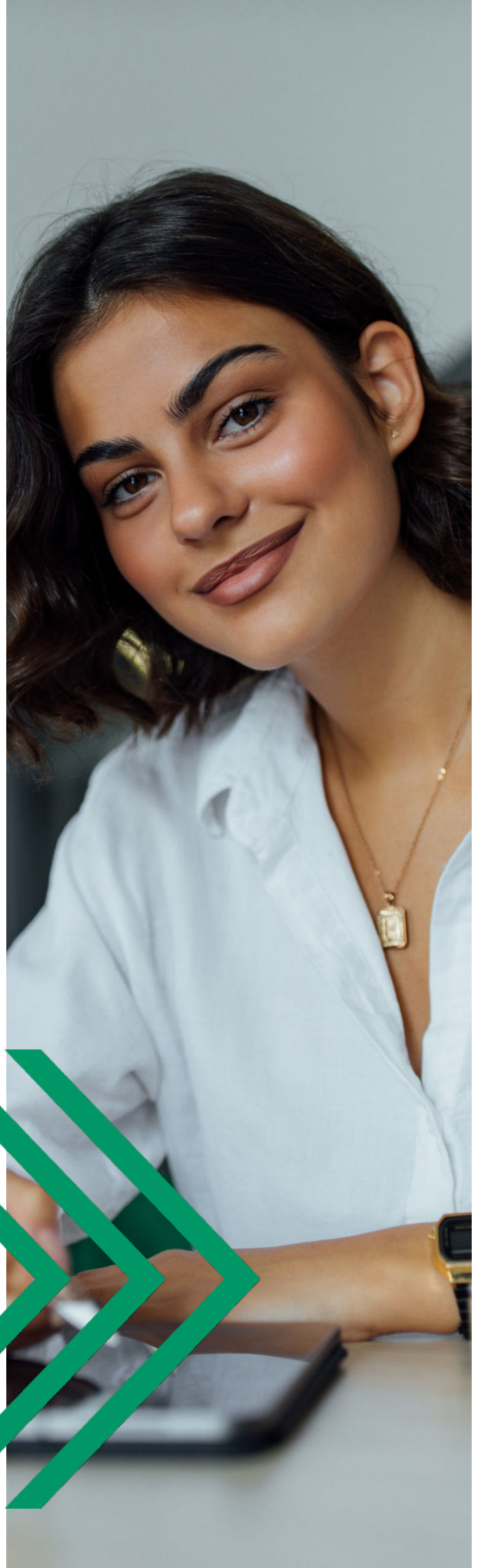


# Introduction

A record management provider is an essential part of any business. This whitepaper seeks to outline some of the fundamental ways a business would benefit from using a records management provider.

Those who are not using one can find that there is an array of providers available to choose from and an even larger number of reasons to.

Record management providers don't only provide storage, they also provide security, peace of mind, more office space and a more efficient workplace. By doing so they improve a business' ability to focus on what matters and allows them to be more cost-effective.



# Why choose Records Management?

## 1. SECURITY

Records management providers guarantee security when storing files. For example, Kefron provides 24/7 surveillance of all documents they store and ensure they are protected from third parties gaining access which can be difficult in an office setting. Data protection measures and safeguards are also in place to further bolster security. As well as this, many providers have vault storage service if there is particularly sensitive or important data contained in the files being stored.

This added peace of mind reduces stress on the client which in turn promotes better productivity. It also saves the client money as they do not need to research and acquire additional layers of security to protect files on site.

## 2. MINIMISE THE RISK OF DAMAGE

The areas wherein the provider stores their clients' files is typically temperature controlled, as well as being resistant to the elements, whether it be fire or floods. Thus, documents are protected against a myriad of natural incidences from common mould to fires.

It is more cost-effective for companies to avail of this service as otherwise they would have to buy/rent and ensure the upkeep of sturdy and safe storage facilities themselves which can be costly. If disaster does befall at the client's place of business, their files will still be secure and easily accessible as they recover from it.



Drive business efficiency through improved processes for records management and gain access to key information when you need it.



### 3. MAXIMISE OFFICE SPACE

Having to store records can be an incredibly cumbersome task as shelving and file cabinets can take up much needed room within an office space. By utilising a records management provider one can free up much needed room, which in turn allows for companies to utilise their space in a more profitable manner.

Furthermore, reducing clutter is conducive to a healthier mindset. Several studies have linked mess with negative mental health and mindsets. [Current Psychology](#) published a study which "found a substantial link between procrastination and clutter problems [...] Clutter can also induce a psychological response, including increased levels of cortisol, a stress hormone." By reducing stress on an employee, and thus procrastination, one promotes both a healthier mindset and increased productivity.

### 4. BETTER FACILITATES REMOTE/HYBRID WORK

Storing files with a record management company can help companies better facilitate remote work, whether full time or part time. This is especially important post-pandemic as more and more employees are choosing to work partly or completely remotely.

A study carried out by [NUI Galway](#) found that 95% of employees would like to work remotely in some form and that more than half said their productivity increased when working remotely rather than in the office. Record management providers can help facilitate this as, regardless of location, one can access records from the provider at any time.



Failure to comply with GDPR may result in significant fines – of up to 20 million euro or 4% of your company's global turnover for certain breaches.

## 5. GDPR LEGISLATION COMPLIANCE

Since it was adopted in 2018 GDPR has had a significant impact on how companies handle files. According to EU and UK law "Failure to comply with GDPR may result in significant fines – of up to 20 million euro or 4% of your company's global turnover for certain breaches."

Storing your files with a record management provider gives assurance that the storage and handling of documents are compliant with GDPR legislation. Service providers have staff trained to ensure no breach occurs, as well as having the appropriate resources to facilitate this, such as secure encryption and password protection (for digital files). A record management provider will guarantee that their clients do not face the significant negative impact as a result of failing to comply with GDPR including company's finances and reputation.

## 6. GUARANTEED FILES DESTROYED SAFELY WHEN REQUIRED

An important aspect of GDPR is the safe and complete destruction of files required after a certain period. The duration of time which a document must be stored prior to its destruction is agreed upon between the client and the individual(s) whose information is being stored.

Due to meticulously kept records, any file management provider will be guaranteed to get rid of any files when required. This again provides any client with peace of mind as it ensures GDPR compliance.



## 7. FILES DIGITISED EASILY

Hard copies are a necessity for a business, however more and more people are choosing to digitise their documents. With a record management provider, you can have both. When storing physical files, you can opt for them to be scanned and made digital. Whether it be stapled pages or in a book, any information can be easily and quickly scanned and uploaded for the client. The hardcopies are then stored away or destroyed once digitised, depending on the business' preference. The scanning can be performed in bulk or on demand.

This makes retrieval of documents even simpler for those working remotely as digitised files can be sent instantaneously with the assurance that no third party may accidentally view it. Digitising documents also means that disaster recovery is seamless. In the incredibly improbable chance of documents being damaged or lost, they can be retrieved digitally instead and reprinted if needed.

## 8. TRACEABILITY

Files that are stored with a record management provider can be accessed quickly as they will have measures in place to ensure tracing documents is seamless. Many providers, such as Kefron, have a barcode system which guarantees that no matter where they are stored, files can be found easily. This saves a company time, and therefore money, as potentially precious time are not wasted by employees searching for files. Instead, they need only pick up the phone or pop online to gain access.

Furthermore, this system means that regardless of location, documents can be sent to the client and will be tracked to and/or from said client. This traceability means that the files can be tracked from the moment they leave the client's hands to the storage facility and vice versa.



## 9. EFFICIENCY

Finally, a good reason for businesses to use a records management provider is that it improves efficiency. It is cost-effective as businesses won't spend money on file storage facilities, nor on security and resources needed to protect them.

On top of this, time is saved as documents can be retrieved quickly and easily, and time is not wasted by the company trying to figure out if they are complying with GDPR in their handling of documents. Files are destroyed securely without the company needing to spend time or money to do so and can be satisfied knowing that files needing to be kept long-term are safe. No need to worry about what files need to be destroyed and what needs to be kept, their record management provider is on it.



## Conclusion

Are you looking for complete transparency of your information and ensure compliance with your records management policies and industry regulation?

Email [info@kefron.com](mailto:info@kefron.com) to find the right solution for your business.

The background of the lower right portion of the image is a photograph of a modern, multi-story office building. The building has a light-colored, metallic-looking facade and large windows that reflect the sky and clouds. The word 'kefron' is mounted on the building's facade in large, three-dimensional, grey letters. The image is partially obscured by a dark grey diagonal shape on the left and a green diagonal shape at the bottom left.

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[www.kefron.com](http://www.kefron.com)  
[info@kefron.com](mailto:info@kefron.com)



