



Media Storage & Rotation

A responsive media storage service that provides the highest level of protection for backup tapes.

Every company is faced with the possibility of an onsite disaster such as a fire, flood, theft, or loss. To stem the detrimental effects an unforeseen event like one of these may cause, it is common to put in place a disaster recovery plan that will ensure business continuity. Protecting company data is a critical element of any disaster recovery plan and offsite media storage can play a key role in achieving this.

By setting up a tape rotation schedule a copy of your company data is regularly stored offsite on backup tapes. In the event of an onsite disaster, an immediate response from our highly secure records management facility with the return of your backup tapes will dramatically reduce the damaging effects an onsite disaster may cause.



We are certified with the globally recognised ISO 9001 standard for our Quality Management System (QMS) and ISO 27001 for our Information Security Management System (ISMS). These certifications provide evidence of our commitment to adhering to strict quality control measures and security procedures, ensuring customer satisfaction and peace of mind.



Securely store and access business critical data on-demand.

Industry Leading Software



Records Management Software

To track every step of a records lifecycle GRM have deployed the world's leading records management software called

RS-SQL. GRM use this software on a day-to-day basis to manage all our records management processes and accounts. By utilising portable barcode scanners this software can track multiple types of data including media tapes, traditional storage boxes, files and documents; from deposit to destruction, work order to invoice.

RS-SQL also has a specific module for scheduling the rotation of media tapes. Our workflow can be tailored to each of our clients needs so that even the most complicated of backup tape rotations can be accommodated.



Online Records Management

Our online records management system, oneilOrder, provides our clients with real time online access to all their media tape

information on our RS-SQL database. With customisable data entry screens, instant reporting and powerful search queries, our clients now have greater access and control of their media tapes.

We will create profiles for authorised users on the system who will then be able to action service requests which are within their pre-designated authority level.

How the process works...



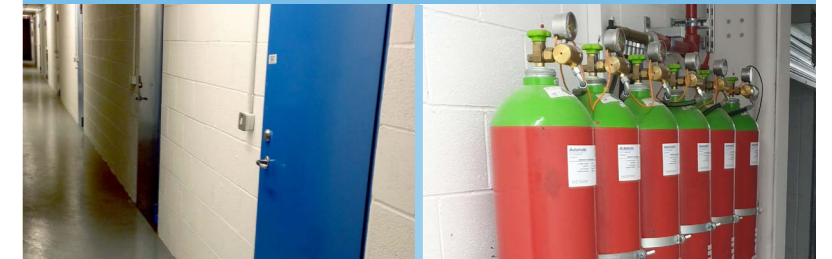
In the case of an emergency, we guarantee the swiftest return of backup tapes to our clients, 24 hours a day, 365 days a year.



Security & Fire Protection Infrastructure

Deep within our records management facility we have developed a number of media storage vaults which are specially designed to protect your data in the safest possible environment.

Each media storage vault is equipped with the following:



Two Hour Fire Rated Walls & Door

Fire Suppression System



VESDA Fire Detection System

Temperature & Humidity Controls



CCTV Surveillance

Access Control System



Visit www.grm.ie for more information.

Freephone 1800 946 368



State-of-the-Art Facility

Our stand-alone facility was designed and purpose-built for advanced records management. We have invested significantly in our security infrastructure to ensure we offer the highest level of protection.



Perimeter
Fencing



Electric Gate &
Controlled Barrier



Network &
External CCTV



Electronic
Keypads



Swipe Card
System

Benefits of Offsite Media Storage

Enable disaster recovery

An onsite disaster such as a fire, flood or natural disaster can destroy years of important data. By storing this data on media tapes offsite in our highly secure storage facility it can be accurately retrieved and delivered to authorised users, ensuring business continuity.

Increase security

Our specially designed records management facility that is equipped with leading security and fire protection infrastructure will safeguard business critical information and fully protect it from being compromised through theft, loss or an onsite disaster.

Enhance traceability

Each media tape is barcode tracked throughout its entire lifecycle and a full audit trail of activity can be provided.

Control access to authorised personnel

By storing media tapes in our offsite storage facility, access can be restricted to authorised personnel. These personnel can also be restricted to the types of services they can request on the account.

Retrieve on-demand

With our records management software, we can quickly identify the location of your media tapes and deliver them back to you within the required time-frame.


Free up office space

The majority of media tapes stored in an office are not used on a frequent basis. Storing backup media tapes offsite frees up space in your office that can be put to better use.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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