



## Vault Storage

# A flexible vault storage service offering multiple levels of protection for business critical records.

Our vault storage service not only ensures the longevity of highly confidential records - it ensures clients can gain access to these records as and when they need them.

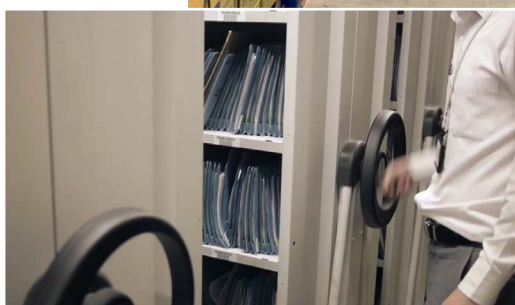
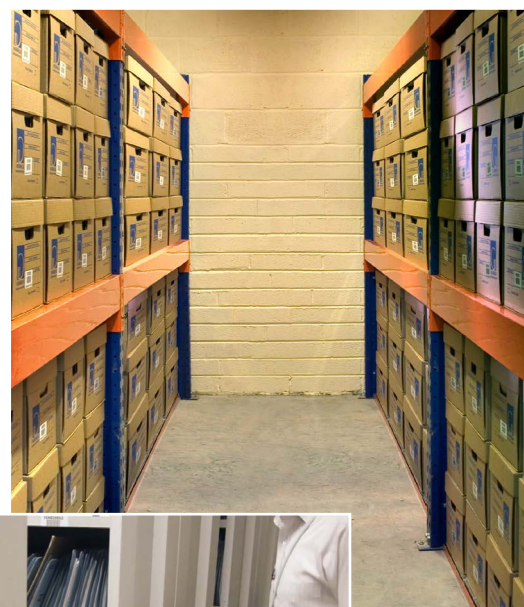
To facilitate individual client requirements we have developed a combination of client specific vaults and shared vaults.

Client Specific Vault	Shared Vault
Store up to 500 archive boxes in a dedicated vault.	Only pay for the number of boxes you store in the shared vault.

When designing and building these specialised vaults, we sought to develop the highest standards in security and fire protection. Client specific vaults can be further modified to ensure specific client needs are met.

As standard each vault is protected by a two hour fire-resistant wall structure and a two-hour fire-resistant solid steel door that is access-controlled. There are no windows in these vaults and there are no signs or markings that indicate what records are stored inside. These vaults also benefit from the security and fire protection infrastructure we have put in place to protect our records centre.

Clients also have the option to avail of vaults equipped with an INERGEN IG541 fire suppression system and environmental controls.



# Protect what is most important to your business.



## INERGEN IG541 Fire Suppression System

INERGEN is an inert gas comprising of 50% Nitrogen, 42% Argon & 8% Carbon Dioxide. In the event of a fire, it is immediately discharged through a piping network into the vault and rapidly extinguishes it by minimising the oxygen concentration until it reaches a level where combustion is no longer supported. Unlike some chemical gaseous fire suppression agents, INERGEN does not, and could never react with a fire to create extremely harmful toxic, or corrosive by-products. Additionally, it leaves no oily residue or deposits on the contents of the vault.



INERGEN IG541 Cylinder



INERGEN IG541 Piping

## Environmental Controls

Temperature in our environmentally controlled vaults is generally kept between 13 and 20 degrees while humidity is kept between 35 and 60 degrees. Temperature and humidity is recorded daily as part of our ISO 9001 procedures. In an effort to offer flexible solutions, environmental controls can be set for specific ranges in client specific vaults.



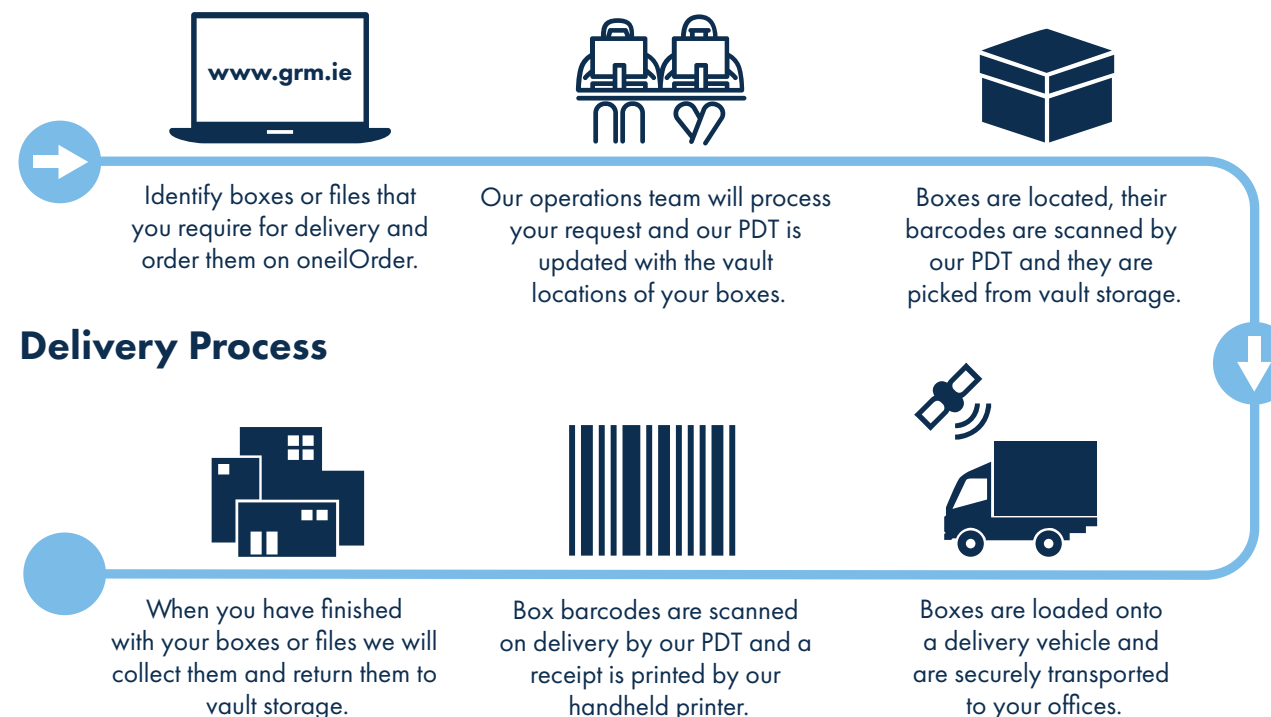
Air Conditioning Unit



Air Conditioning Piping



GRM provide next day, same day, emergency, and out-of-office deliveries.



Freephone 1800 946 368

## File Tracking & Management



### Records Management Software

To track every step of a records lifecycle GRM have deployed the world's leading file tracking and 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 traditional storage boxes, files, documents and tapes; from deposit to destruction, work order to invoice.



### Online Records Management

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

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

## Security & Fire Protection

We have invested significantly in security and fire protection infrastructure to ensure we offer the highest level of protection.

### Security

- Perimeter Fencing
- Electronic Gate
- Security Controlled Barrier
- External & Internal CCTV
- Netwatch Intruder Detection
- Electronic Keypads
- Swipe Card System

### Fire Protection

- VESDA - Pre-combustion Fire Detection System
- Fire Alarm System
- Fire Extinguishers
- INERGEN IG541 Fire Suppression System (inside vaults)



External CCTV & Netwatch



Internal CCTV



Electronic Keypad



Swipe Card Reader



Visit [www.grm.ie](http://www.grm.ie) for more information.

# Standard Document Storage vs Vault Storage

Service	Document Storage	Vault Storage
File Tracking & Management	✓	✓
Collections & Deliveries (Next Day, Same Day & Emergency)	✓	✓
Scan-On-Demand	✓	✓
Box Racking	✓	✓
Rolling Racking		✓
<b>Security</b>		
Purpose Built Stand-Alone Facility	✓	✓
Perimeter Fencing	✓	✓
Electric Gate	✓	✓
Security Controlled Barrier Access	✓	✓
CCTV (External to the Facility)	✓	✓
Netwatch - Intruder Detection System	✓	✓
CCTV (Within Facility)	✓	✓
Access Control Swipe Card System	✓	✓
Client Access Procedures	✓	✓
Two Hour Fire Rated Wall Structure		✓
Two Hour Fire Rated Steel Door		✓
Client Access Only		✓
<b>Fire Protection</b>		
Fire Safety Equipment	✓	✓
Fire Awareness and Fire Marshal Training	✓	✓
No Smoking Policy	✓	✓
Located Only Two Minutes from Blanchardstown Fire Station	✓	✓
VESDA Pre-Combustion Fire Detection System (Within Facility)	✓	✓
INERGEN IG541 Fire Suppression System		✓
Environmental Controls (Temperature & Humidity)		✓

GRM is 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.



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.

**Glenbeigh Records Management Ltd.**  
Damastown Way,  
Damastown Business Park,  
Dublin 15,  
D15 X9DP.

+353 (1) 822 7161

info@grm.ie

www.grm.ie

