



## Vault Storage for Deeds

# A highly secure storage solution for deeds, developed by records management experts.

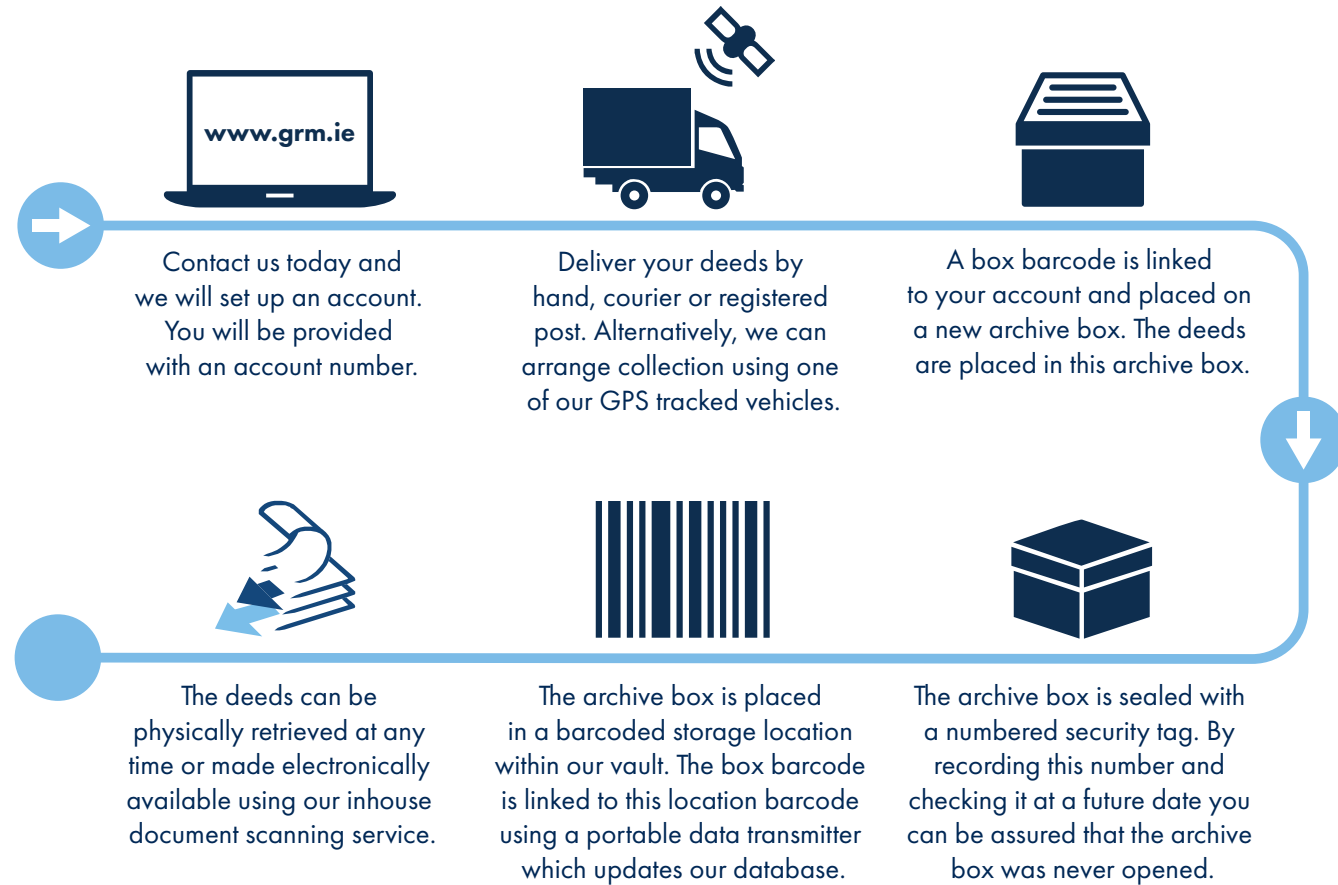
If you are a property owner, you need to strongly consider if your deeds are 100% protected from fire, theft, water damage or vandalism. These highly important legal documents indicate that you own a particular property and they are required should you wish to sell the property or transfer ownership. It is very time consuming and costly to have these documents replaced.

Building on our experience in document, media and vault storage, Glenbeigh Records Management have developed a solution for property owners to securely store their deeds.

Deep within our highly secure records management facility is a two hour fire rated vault dedicated to storing deeds. This vault is equipped with a fire rated steel door, an INERGEN IG541 fire suppression system and environmental controls (temperature and humidity).



# How does it work?



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.



A Glenbeigh Group Company.  
Visit [www.grm.ie](http://www.grm.ie) for more details.



Standard Archive Box

# Designed to deliver peace of mind.



## State-Of-The-Art Facility

Our stand-alone state-of-the-art facility was designed and purpose built by our sister company Glenbeigh Construction to the highest standards for advanced records management.

## 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)



## INERGEN IG541 Fire Suppression System

INERGEN is an inert gas comprising of 50% Nitrogen, 42% Argon and 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 Cylinders

## 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, reflecting the BS5454 recommendations. Temperature and humidity is recorded daily as part of our ISO 9001 procedures.



Air Conditioning Unit



Air Conditioning Piping

Freephone 1800 946 368

# Optional: Deed Scanning

**Glenbeigh Records Management has over 17 years of experience operating a full service document scanning bureau.**

We use a complex combination of cutting edge hardware and software, combined with the most up-to-date scanning procedures, document controls and meticulous attention to detail, in order to scan deeds and convert them to digital images.

Forming the core of our scanning bureau are a number of OPEX Falcon's. These scanners are universal document scanning workstations which allow operators to prep, scan and index deeds at the one workstation.



OPEX Falcon

## How the process works

**Step 1:** The barcoded archive box containing your deeds is brought to our scanning bureau and linked to a unique location which is automatically updated on our database.

**Step 2:** An experienced operator is assigned the project and they link the box barcode to their workstation.

**Step 3:** The operator preps and carefully scans each page, ensuring optimum results and clarity. Images can be outputted in the format you require i.e. PDF, JPEG, TIFF etc.

**Step 4:** When the scanned deeds have been indexed and quality control has been carried out, the files can be transferred to you securely via secure file transfer protocol (SFTP), returned to you via an encrypted USB, or indeed uploaded to your cloud-based document management software.

**Step 5:** The physical deeds are placed back in the archive box they originated from which is then brought to our deed storage vault and linked to a uniquely barcoded storage location.


## Optical Character Recognition (OCR)


GRM can also provide text searchable files as we have deployed industry leading optical character recognition (OCR) software. This software converts any scanned document into an editable text document with a recognition accuracy of up to 99.8%. The adaptive document recognition technology retains the formatting and multi-page structure of original documents.



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,  
Ireland, D15 X9DP.

 +353 (1) 822 7161

 [info@grm.ie](mailto:info@grm.ie)

 [www.grm.ie](http://www.grm.ie)

