



Glenbeigh
Records Management



STORAGE

Glenbeigh Records Management (GRM) provides a simple, secure and cost effective solution. Your documents are

collected from you and stored off-site in our Records Centre. Using sophisticated software, GRM tracks every step of the record's life cycle;

from document creation, maintenance, storage, delivery and retrieval. We also offer a secure confidential destruction service for boxes at the end

of their life-cycle. Our highly secure Records Centre enables organisations to effectively realise the benefits of offsite records storage.

Even though records are stored off-site in our facility, clients maintain full control by being able to track their entire records inventory, manage services, and access activity reporting instantly.

Online access is also available, along with 24/7 customer service and support.

Should you wish to view a number of files at once, or conduct an audit of your files in a private, confidential, and comfortable environment, you can avail of our private viewing rooms.

