




SEARCHING FOR A TURNKEY SOLUTION FOR STORING, MANAGING AND SAFEGUARDING YOUR IMPORTANT RECORDS?

 Datastore is a local leader in data storage and records management serving the National Capital Region. We offer a secure, specialized storage facility to store your sensitive and important documentation and a customizable web portal that allows you to store, review, and manage your information.



ABOUT DATASTORE SECURITY

For over 20 years, **Datastore Security**, a division of Tomlinson Group, has been a leader in secure data storage and records management.

Locally owned and operated, **Datastore** offers secure document storage, records management and secure document destruction for public and private businesses and organizations in Ottawa and the surrounding areas.

Our staff are knowledgeable and trusted experts who work with clients to provide practical, 7 years compliant, and secure document storage and management as well as file destruction services.



Datastore is a member of ARMA Canada

CONTACT

Direct: 613.839.0066
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www.datashredsecurity.com



DATASTORE ADVANTAGE

We take extra steps to ensure that your data is safe and secure at all times.

Facility

Our state of the art facility is protected by a waterless fire suppression system, 24/7 monitoring as well as backup generators ensuring no service or security interruptions. Pest and climate control, motion detectors, CCTV monitors as well as passcode protection are also in place.

Transportation

Secure in-house vehicles and bonded drivers ensure that your documents reach their destination. Records are scanned and signed for at pick up and drop off to ensure a proper chain of custody. Each pick up/delivery produces a receipt of records transported.

Online Records Management System

Datastore's online records management system is adaptable to match our clients' needs and management processes. Viewing, retrieving, storing and managing as are all easily done through our web-based client portal. Our barcode scanning system is utilized to manage all records and to ensure a full chain of custody.

Chain of Custody

Sophisticated technology allows you to view an indexed list of records in real time. Strict procedures for transportation and destruction keep your documents secure at all times.



**CONTACT DATASTORE
SECURITY TODAY!
(613) 839-0066**



DATASTORE SERVICES

Datastore offers a variety of services to meet clients' needs from bar-coded box storage, file destruction, or a customized solution that's right for our clients' business.



Box & Storage Management

- Safeguard your files and boxes from theft and fire by storing them off-site in a secure facility
- Manage records in real-time through our online portal and barcode tracking system
- Same & next day delivery of files or boxes



File Indexing

- Manage files on-demand with our secure customer portal
- Files are also available by calling direct or sending an email where a local records management specialist can assist



Customized Solutions

For more unique challenges related to on-site or off-site document storage, our team of experts can develop a customized solution to suit your organization and needs.



Destruction

- Set retention cycles for specific boxes or files and we'll prompt you for permission to destroy the material after shelf life expires
- In-house shredding is done by our Datashred Security Division which simplifies the secure process and maintains the chain of custody
- Certificates of destruction are provided upon completion and complete storage history



Storage Boxes

Datastore sells standard file 1.2 cubic feet boxes (banker boxes) as well as custom size boxes for clients to store their documentation and files.

For more information on our services, please visit www.datashredsecurity.com/datastore