

Archive Storage

SPS offers secure archive storage services with fast digital file retrieval. Our UK facilities are protected by enhanced security and fire detection, with certification to ISO27001:2022, ISO 9001, Cyber Essentials Plus and BS EN 15713.

Fully Managed Archive Storage

SPS' archive storage services enable you to manage your outsourced storage efficiently. We offer storage, digitisation, shredding and an online archive management system to provide managed retention and destruction dates, helping you to stay compliant.



Secure Storage

Archives are stored with a unique reference number in our secure facilities. Any physical interaction is recorded via our barcode system.



Boxes & Boxing Up

We offer secure SPS archive boxes, along with a boxing up service to package your files.



Scan on Demand

File retrievals can be provided via our fast scan on demand service. Files are retrieved, scanned and returned digitally.



Collection & Delivery

Collection and delivery can be provided to any UK location. We have a fleet of securely tracked vehicles.



Data Indexing

SPS can index your records by any required reference number. We can import existing archive lists, manually enter data, or use look up fields.



Records Management

Our Clearbox AMS System allows cloud archive management. View reports, manage file retrievals, retention & destruction.

Archive Services

At SPS, we ensure your records are stored in a secure compliant environment and fully tracked throughout the process. Utilising barcode technology and our advanced online archive management system, we offer a seamless and secure service.

① Fully Tracked

Records are held in our secure facilities and tracked throughout the process using barcode technology.

② Pickup, Delivery & Boxing Up

Fleet of vehicles available to collect, or deliver your records. We can also provide secure SPS boxes and a boxing up service.

③ Ingestion & Indexing

Boxes are logged into our archive management system. We can use existing lists, or index additional data.

④ File Retrievals

On request, our team will locate and retrieve your archives. Files can be sent physically, or via our scan-on demand service.

⑤ Online Management

Cleardox AMS allows you to manage box status, retrievals, retention, destruction and compliance reporting.

⑥ Scan on Demand

Scan on demand offers a sustainable and cost effective solution to retrieve your files digitally, on demand.

⑦ Shredding

We have onsite shredding technology to destroy your data, complying with to BS EN 15173. Waste is recycled to ISO 14001.

⑧ Data Return

Receive documents via secure file transfer, uploaded to SharePoint, or our Cleardox EDM system. Data can be output to any required format.

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The Power of Possibility

Cleardox AMS

Our Cleardox Archive Management System provides a compliant solution, offering flexible access and management of your archives stored offsite.



Key Features

User Management

Manage authorised users and access levels – see below.

Online Statement

Access and view an online statements of archives and files stored offsite.

Collection or Delivery

Request pickups, or deliveries, with a full audit trail.

File Requests

Submit file retrievals for return by scan on demand or physical delivery.

Managed Destruction

Automated notifications for archive end of life. Improve compliance and efficiency.

Compliant Reporting

Run activity and compliance reports e.g. box status, retrieval or box contents.

Records Retention

Extend or renew retention dates.

Order Supplies

Order boxes or labels.

User Access Levels

	File Requests	Book Collection	Order Boxes	Reporting	Create users	Authorise Destruction	Extend Retention
Standard	X	X	X				
User Admin	X	X	X	Yes/No	X	Yes/No	Yes/No
Departmental Admin	X	X	X	X	X	X	X

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The Power of Possibility

Why Choose Us?

SPS is certified to the latest BS standards, provides secure facilities and has invested heavily in IT & cyber security.

Secure Services

- Securely tracked collection.
- Facial & biometric entry systems.
- 24 hour CCTV.
- Enhanced fire detection system.
- Hydrosense water detection system.
- Perimeter fencing.
- Full audit trail.
- Qualified Data Protection Officer.



IT Security

- Cyber Essentials & Cyber Essentials Plus certified.
- Secure locked server room.
- Microsoft Azure data centre.
- CrowdStrike endpoint detection and response.
- External SEIM Solution maintained by Netitude's security operations centre.
- Privileged access management.

Case Studies

Certifications

Facilities

Certified & Trusted



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