

Press release
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Electronic document storage – free up your office floor space

- Is your precious and expensive office floor space being taken up by document storage? Recycle or store

The growing rules and regulations that govern the retention of records are compelling companies and organisations to store an increasing number of documents, many of which need to be kept for more than 10 years.

But let's face it, storing boxes and boxes of business critical documents in your office takes up valuable space, and can end up being extremely costly, as companies may need to rent additional office space simply for this storage.

Not to mention that offices are often not the most practical place to store documents nor are they the ideal place to ensure that they are well preserved, with problems such as leaking air conditioning and burst geysers resulting in damage far more frequently than most of us appreciate. Finding documents when necessary can also become challenging with this method, and the space taken up could be put to better use as a place for another employee.

A far more cost effective and convenient method of storage is to outsource this function to a company like Metrofile, the African leader in records management.

Companies like Metrofile specialise in scanning documents to electronic format for easier access and searching, storing of necessary paper documents in secure, climate controlled locations for optimal preservation, confidential destruction of records once storage of the physical paperwork is no longer needed, and recycling of destroyed documents in order to minimise environmental impact.

"At Metrofile, we are committed to not only giving our customers the very best service in terms of records management, we are also dedicated to reducing carbon footprints and environmental impact," says Peter McLaren-Kennedy, sales and marketing director of Metrofile. "In light of this,

we use environmentally friendly, bleach free, fully recyclable boxes for document storage, and we provide a recycling service for all of our customers' documentation."

The recycling initiative has been an ongoing process at Metrofile since its acquisition of Rainbow, a company specialising in document recycling. In December alone more than 580 tons of paper was recycled. By region, Metrofile's recycling for December came in as follows: Cape Town 30.88 tons, Pretoria 17.1 tons, Johannesburg 74 tons, Durban Empangeni 4 tons, Durban Westmead 24 tons and Port Elizabeth 40.22 tons, with external Metrofile partners recycling a total of 398 tons collectively.

"By offering recycling for our clients we are doing our bit to preserve the environment. Paper makes up a huge proportion of office waste, and contributes dramatically to carbon emissions by taking up huge amounts of landfill space. The figures for our December recycling alone mean we have saved more than 2300 m³ of landfill. If one company can make such a difference, imagine the change South Africa could effect if we all did our bit to save our planet," McLaren-Kennedy concludes.

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Note to Editors

About Metrofile

Established in 1983, Metrofile is the market leader in Africa for information and records management (on and off-site). The only company to provide full end-to-end solutions, Metrofile services customers across all sectors of the economy.

Metrofile's extensive range of services enables companies and organisations to use, store, and recycle their records and information quickly, intelligently and cost effectively – freeing up valuable physical and human resources. Our services include records management, image processing, paper management and extensive range of information solutions including the supply and maintenance of scanning and document handling equipment, software development, online storage and hosting, consultancy and training.

Metrofile Holdings is quoted in "Support Services – Business Support Services" Sector of the JSE Limited (JSE).

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