AP
Archive
Associated Printers Ltd
• Quality • Service • Integrity

Secure Document Storage and Management Services

• Off-site - Physical Document Storage & Management

• File Tracking Software (Docu-Track)

• Electronic archiving

• On-site (customer premises) Archiving Options

• Business Continuity Plan (BCP)

• Risk Minimisation

CATALOGUE
2023

Background

The "AP Archive" is a division of associated printers ltd; A zambian company incorporated in 1964, and is located on our leopards hill road property comprising of two sheds designed specifically for document storage and management.

AP Archives warehouses are designed to hold a Capacity of
62,000 Boxes in total.

Retrievals

The client holds a cross-reference list to showing box contents and its' unique number. Upon us receiving a formal request for document retrieval, the box/document requested would be delivered to the clients' premises then returned to us for safe-keeping.

This process is monitored and software tracked by us.

• The Banking and Financial sector

• The Telecommunication sector

• The Manufacturing sector

• The Freight and Distribution sector

• The NGO sector

• The Legal sector

• The Governmental sector

• The Mining sector

• The Insurance sector

Document destruction is the final part of document management with the protocol strictly followed as outlined below:

- The client is informed of the Documents that are due for destruction by sending destruction reports

- Client provide written confirmation and approval of specified boxes required for destruction.
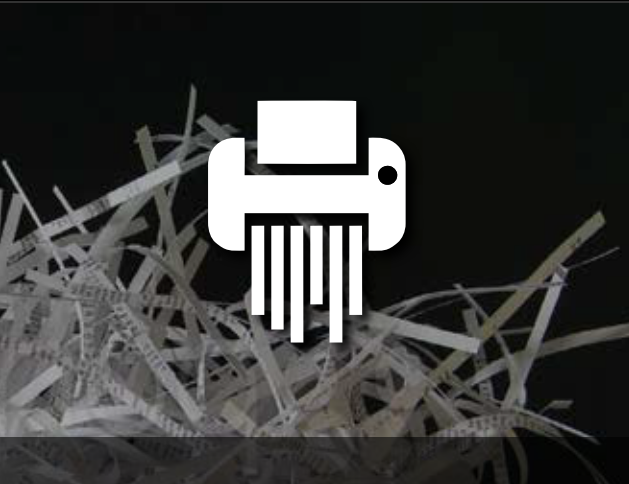
- Destruction Is done by Incineration, shredding or recycling) and proceed accordingly as client witness.

- Witnesses representing the client is called upon to sign destruction form and PODs .

We have a newly established mobile shredding service that provides a solution to destroying records past retention period by shredding at the client's premises.

Stationery

We stock different types of boxes for our clients and non clients. We also provide boxes to clients that we do not offer archiving services.

ON-SITE (CUSTOMER PREMISES) ARCHIVING OPTIONS

Should the need arise out of specific customer circumstances, we are also able to offer further options of archiving which would utilise the premises of the customer such as:

a) Setting up and running a document management facility along the exact lines we use but within the client premises.

This would mean our trained personnel running this service for the customer on a contractual basis.

b) Setting up and training customer personnel to run an in-house document management facility within the client premises ultimately by themselves.

In both cases, the cost recovery would entail the following:

- Hardware
- Software

- Personnel
- Training

- Support
- Licensing

- Shelving/boxes
- Contracts

Background

'AP Archive' has a dedicated storage VAULT to accommodate back-up Servers or computer back-up tapes to be held on behalf of clients should the need arise. As part of business continuity, we have put up the following measures:

a.) First full backup is performed onto a data tape, A second full backup is performed on-site on a net worked computer. A third full backup is performed on a dedicated external hard drive. A fourth backup is performed every week on an offsite mirrored server, Based at the Head office along Kabelenga road.

e.) Every 3 months dummy system crashes are performed on a dedicated machine and server, to test the recovery and system rein-stallation.

j.) In the event of troubleshooting, contact can be made directly to Iron Mountain in South Africa using the dedicated laptop computer and team viewer software.

b.) Backup register for the day to be completed and signed daily by management.

c.) All backup tapes and external hard drive to be stored offsite. in a secure safe at the Managing Director's residence (on same property as "AP archive" but 300 metres apart)

d.) Every 3 months a set of backup tapes need to be tested and set for offsite storage at iron Mountain in South Africa.

Data tapes are sealed in backup canisters at the company's premises before being safely delivered to our vault facility for safe storage.

Some unique features of this facility include:

- A temperature controlled environment.
- Strict security measures ensuring that all data is locked away at all times with restricted access.
- Option to choose daily, weekly or monthly rotation schedules.

'AP Archive' as taken reasonable precautions to safeguard the records (electronic and physical) from physical damage and therefore have put in place the following protection measures:

• Smoke detectors
• Automatic Sprinkler systems
• Minimized and specific electrical wiring
• Off-floor shelving in event of flooding
• Security and protection by electric fencing with associated alarms
• Security and protection by infra-red sensors/motion detectors with associated alarms
• Rodent and termite control
• Back-ups on-site and off-site
• Biometric access control with associated alarm.
• 24hrs by 8 CCTV surveillance cameras

However any FORCE MAJEURE risk that would occur despite these precautionary measures being implemented, Associated printers Ltd cannot be held responsible.

ELECTRONIC ARCHIVING (DOCUMENT IMAGING)

This involves the use of high speed scanners to digitize documents, indexing and hosting them on a dedicated server and or provision of the scanned images to a client, using a specified, secure protocol.
This is achieved with the use of our reliable software FILEDIRECTOR.

This involves archiving documents physically once sorted, indexed and packed into the specially designed archiving boxes and shelves, in unique and designated positions until their confirmed Destruction Date. all this is managed by a software computerized system called DOCUFILER thats retrievals are accurate, efficient and fast.

This involves multiple files or records used frequently which require compact storage, swift and multiple daily retrievals. This process is once again, managed by computers, barcode stickers, barcode scanners and DOCU TRACK software.

AP Archive strives to deliver customized solutions and enhance a cost-effective way to make the most out of document management, make administration simpler and through improved access to information, improve customer service.

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