Article Side

Why Document and Records Management Require Safe and Secure Facilities by Nancy Deholla

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Document storage and records management in Dubai were not required until the entry of big corporate firms after the beginning of the oil economy. During this time businesses opened because everyone wanted their share of profits. With the increasing number of migrants and outsiders in Dubai to fuel the positions available within corporate firms, business just kept on booming.

Laws fell into place and corporate firms with their international experience, soon realised the need to keep all vital files which formed base of the company, safe and secure. Having a records management facility is fine in the case of a small company where the number of files that need to be tagged, stored and updated may not be too large. Such firms can easily handle confidential documents which are normally handled by the employees themselves.

The problem arises in the case of massive corporations, the health and the hospitality industry wherein large sums of documents are dealt with on a daily basis. Such documents often contain confidential and in-depth personal information about customers which is why they need to kept safely. A company would suffer heavy losses in terms of clients as well as a damaged public image, if files containing personal information about customers were misplaced.

Having an in-house records storage division within the company is fine but problems arise with the growing number of identity thefts worldwide. Identity theft and the law are one of the main reasons why companies today take customer information seriously. With a majority of thefts occurring because of insiders themselves, it is now a better option to have a third party records management and document storage facility in Dubai do the needful; ensuring complete security. Records management in Dubai has come a long way and modern facilities like Black Box have taken safety and security to a whole new level.

Black Box records management in Dubai is one of the leading storage companies established in United Arab Emirates. They are specialists in safe & secure storage and established a document and records management division in 2009 due to increasing client demand. Their offsite records storage facility in Dubai takes every precaution to make sure that client records are safe, confidential and secure.

Black Box documents & records management facilities adhere to the strictest industry standards for security. Facilities are alarmed and monitored 24 hours a day. All employees are issued security badges while visitors are accompanied by authorized employees. To support authorized record access and delivery, each client manages a list of authorized users, making sure that only authorized employees have access to records. For each records request and delivery that is completed, an audit trail of record activity is maintained through the use of bar-code labels, bar-code scanners and signed receipts.

Black Boxâ€™s facilities have the latest fire detection and suppression systems in place. All of their facilities have been designed to withstand environmental calamities giving their customers complete peace of mind. To know more about Black Box and their services and facilities, kindly visit them online at: www.blackboxrm.com

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a Blackbox is one of the worldâ€™s leading Storage Solutions companies established in United Arab Emirates. We are a specialist in safe & secure storage and established a Document & Records Management services.

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