



ARCHIVING RESOURCE TIPS

At Quality Assurance Consultancy, our experts have compiled essential tips to help decision makers like yourself reduce the time and expense required to meet critical internal and industry requirements, including the need to have in place **EXPERIENCED ARCHIVING SPECIALISTS, RELIABLE FACILITY SECURITY AND PROTECTION SYSTEMS, COMPREHENSIVE FACILITY STORAGE CAPABILITIES, and SOPHISTICATED FACILITY ENVIRONMENTAL CONTROLS.**

 **QUALITY ASSURANCE
CONSULTANCY**

A DIVISION OF QUALITY ASSOCIATES, INC.
A KONICA MINOLTA COMPANY

TIP 1

EXPERIENCED ARCHIVING SPECIALISTS

To support your company's unique business requirements, look for industry-recognized approaches that are backed by the right teams of archivists who can afford you in-depth domain expertise gained through years of experience.



TIP 2

RELIABLE FACILITY SECURITY AND PROTECTION SYSTEMS

Always ensure that your critical documents are safeguarded and protected with the right systems, including:

- FM-200® fire suppression system
- VESDA® early-warning fire detection system featuring optical density laser smoke detection
- Security system with 24-hour monitoring



TIP 3

COMPREHENSIVE FACILITY STORAGE CAPABILITIES

Incorporate flexibility to store and access a wide range of document/item types and processes specific to your organization, such as having an archiving facility that can manage and/or offer the following:

- Multiple item types
 - Document and electronic media
 - Test/control/reference substances/articles
 - Wet tissue specimens
 - Paraffin-embedded blocks
 - Microscopic slides
- Limited and controlled access
- Timely retrieval and distribution of records
- Document scanning and storage
- Secure disposal options



TIP 4

SOPHISTICATED FACILITY ENVIRONMENTAL CONTROLS

As with fire protection, it is equally important that you have state-of-the-art environmental controls to safeguard your assets, such as:

- Room temperature archiving
- -20 °C freezer archiving
- 1 to 8 °C refrigerator archiving
- Temperature and humidity-controlled environment to prevent deterioration



FOR MORE INFORMATION

Learn more about Quality Assurance Consultancy and our *Archiving Solutions* by visiting www.QualityAssociatesQA.com or by calling one of our Archiving Solutions specialists at **410.884.9100**. Our corporate office is conveniently located near three major airports and is less than one hour by car from downtown Washington, D.C. and Baltimore, MD.



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