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Three Reasons why every firm needs the services of Document Storage Companies
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Storing documents is a tricky thing. Those never ending paper trails are the bane of almost every business. All those dreams of a paperless existence have been just that, dreams!

Every business owner has to deal with a mountain of paperwork that threatens to bury them underneath. Compliance guidelines necessitate the maintenance of these records and the quantum of paperwork simply keeps on rising as the business grows from strength to strength. Good business practices make it compulsory for business owners to maintain the paper trail diligently. However, it is only a matter of time before the quantum of paper being generated starts to clutter up the work space and regular functioning becomes difficult.

Financial transactions are the backbone of a business. Every transaction must be recorded in the pre-requisite formats and a detailed record is to be maintained for the same. The time frame for maintaining these records is governed by law and is usually for a period beyond five years. Certain documentary evidence is required to go beyond this time frame and can even be requisitioned by the authorities till until a decade. Electronic copies or digital versions of transactional records may have become quite widespread, but the law in most places still requires the submission of paper documentation if it is to be admissible as evidence.

Personnel and recruiting related paperwork too is considered to be a sensitive matter. Data records may be requisitioned from former employers long after the employee has left the services of the company. Situations where employee data may be needed range from employment disputes to any form of harassment or improper handling cases.

Insurance too forms a critical factor in the preservation of documents. Claims that have been settled in the past, to maintenance and other supporting records that may help in the future, they all need to be documented.

Given that most office spaces are located in prime areas, any documentation that is stored on premises merely eats up into the revenue that may be generated by re-deploying the space. No matter how smart the storage solutions may be, keeping documents on premises is a practice that must be discouraged. These days, external service providers are making great inroads into the industry. Not only do they have the space necessary for the task, they even have the manpower and facilities required for the task. Such an approach frees the parent company to focus on its revenue building tasks, thereby making it a win-win situation for all. Here in then, lies the charm that has made document storage companies so popular an option these days.

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