

What Happens When You Join Rapide's Archive Storage Service



We arrange collection dates and times with you.



Our own staff call and collect your vital records as agreed.



Each box is individually identified with a unique barcode tag which is read by a hand-held reader at the time of collection.



Our vans transport your documents to our storage facility. Each van has a satellite tracker system so that we know where they are at all times.



Your vital records are stored in our storage facility which is protected by fire and intruder alarms as well as CCTV.



On arrival, the unique barcode tags are read and compared with the list made on collection.



The boxes are stored and each storage location is identified by barcode.



If you want a box returned, we will use our database system to tell us where it is stored and the unique tag is read on picking to ensure we have the right box.



Our van will deliver the documents to your organisation.



Our staff will deliver the documents to where you need them.