

MAGNETIC MEDIA - STORAGE

File Keepers is a full-service provider of offsite climate-controlled retention and rotation services for magnetic media (back up tapes/disks/cartridges)

We recommend that Magnetic Media, such as back up tapes, disks, and cartridges, be kept in our Climate-Controlled Archive. These types of records require special environmental controls — often unique and costly controls -- to ensure the integrity of the data. File Keepers provides appropriate storage for all types of records at significant cost savings.

File Keepers' climate-controlled storage and rotation services are designed to accommodate all media types. Some examples of these media types include: DLT, DDS, LTO, CDs, optical disks, or any other type of cassette, tape, or magnetic media. File Keepers also sells a variety of magnetic media storage cases.

Our Climate Controlled Archive is equipped with the following additional security and environmental features: Segregated from General Record Archive

- **Temperature and Humidity**
All Magnetic media stored and maintained in a temperature and humidity controlled environment, at all times. Temperature is maintained at a minimum of 65 degrees Fahrenheit (+1-2 degrees). Humidity remains between 40 and 50 percent relative (+1-3%) at all times. Any fluctuation outside the allocated humidity or temperature activates the alarm system.
- **Fire Detection Systems**
File Keepers provides smoke and heat detection systems, which alert our staff to the presence of smoke, excessive heat, or combustible gasses. These systems automatically trigger fire suppression systems within our storage facility, if necessary.
- **Fire Suppression Systems**
File Keepers provides an approved fire suppression system (waterless) within the magnetic media storage area.
- **Magnetic Media Storage Containers**
File Keepers provides sufficient magnetic media storage containers to protect and store your magnetic media. Containers are specifically designed for storage and protection of computer magnetic tape and cartridge. Containers are clearly labeled on the outside with a unique identifier or container ID bar code number.
- **Transportation**
File Keepers provides delivery and pick up services. Transportation is performed by bonded File Keepers employees in climate-controlled vehicles equipped with GPS (Global Positioning Satellite) Tracking System.
- **Security Systems**
The climate-controlled Archive is protected by “vault” doors with limited pre-assigned card entry locks. All entries are equipped with intrusion alarms. Surveillance cameras also record entry into the Archive on a 24-hour, 7-day basis.

AUDIO & VIDEO RECORDS - STORAGE

We recommend that Audio and Video Records, such as video tape, audio tape, and film, be kept in our Climate-Controlled Archive. These types of records require special environmental controls - often unique and costly controls - to ensure the integrity of the data. File Keepers provides appropriate storage for all types of records at significant cost savings.

Our Climate Controlled Archive is equipped with the following additional security and environmental features:

- **Segregated from General Record Archive**
- **Temperature and Humidity**
Are facility is maintained in an environment which is temperature and humidity controlled. Temperature is maintained at a minimum of 65 degrees Fahrenheit (+1-2 degrees). Humidity remains between 40 and 50 percent relative (+1-3%) at all times. Temperature and humidity are monitored and controlled by an automated system at all times including weekends and holidays. Any fluctuation outside the allocated humidity or temperature activates the alarm system.
- **Fire Detection Systems**
File Keepers provides smoke and heat detection systems within the storage facility which alert our staff to the presence of smoke, excessive heat, or combustible gasses. These systems automatically trigger fire suppression systems within our storage facility, if necessary.
- **Fire Suppression Systems**
File Keepers provides an approved fire suppression system (waterless) within the magnetic media storage area.
- **Magnetic Media Storage Containers**
File Keepers provides sufficient magnetic media storage containers to protect and store your magnetic media. Containers are specifically designed for storage and protection of computer magnetic tape and cartridge. Containers are clearly labeled on the outside with a unique identifier or container ID bar code number.
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