Descriptions	Rates
Physical Storage in premium archiving AC facility equipped with FM200 firefighting system, humidity temperature controlled, CCTV & access control (as approved by National Archives for documents storage).	**AED 5 /Box/Month**
Physical Storage in AC Normal facility with water sprinklers firefighting system	**AED 3/Box/month**

RMS VAS

VAS	Unit Rate
Bar – Coding of Standard archive Box	Free of charge
RMS update	Free of charge
Charges for Retrieval per box	AED 6 Per Retrieval
Secure Document Destruction (approximate of 2,000 documents)	AED 45 / archive box
Normal Delivery & Pickup Charges - For locations within Abu Dhabi City limits (maximum of 15 boxes per trip next Day of the request)	AED 200 / Trip
Urgent Delivery & Pickup Charges - For locations within Abu Dhabi City limits (maximum of 15 boxes per trip Within 5 hours from the request)	AED 300 / Trip
Rush Delivery & Pickup Charges - For locations within Abu Dhabi City limits (maximum of 15 boxes per trip Within 3 hours from the request)	AED 600 / Trip
Charges for Re-filing	AED 6 Per Insert
Supply of high quality, Acid Free Box for 5 ply boxes	AED 7 / box
Special offer - first 100 boxes free of charge for …...,	
Supply of A0 box, Acid Free Box for 5 ply boxes for drawings	AED 11 / box
Offsite Scanning & Indexing (Optional)	AED 0.25 / Image
Minimum Cumulative Monthly Storage Billing (excluding VAT).	AED 3,000 / month

Terms & Conditions

Service Provided: Price per image inclusive of cost of computers, scanners, manpower used for the operation, Price subject to Minimum number of images of 500,000 image

Secure document destruction process starts with secured collection of documents from ....., Services premises by a pool of trained, professional Agility Record Keepers. Upon arrival of documents to Agility Off-site destruction center, the documents will be destructed / shredded using a cross shredder and after the destruction, Agility will issue a destruction certificate, indicating the details of the boxes that are destructed.

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When a box is requested through a valid retrieval request, after the initial checking of the veracity of the retrieval request a work order is generated in Records Management System, O'Neil. RMS, O'Neil directs the order picker to pick the requisite box from the stipulated locations. The picked box or document is subjected to a three tier security system to ensure that the picked tape box is comply with the client's retrieval request and the right Archive box has been dispatched from Agility archive facility to the right client or person.

 A system generated delivery sheet accompanies all the time with a dispatch of Archive box to the client for their signature to validate the delivery and will be filed in our records for future reference, thus ensuring point to point tracking

Pick up order: Up on request the Agility team will pick up the requested boxes from the clients facility and deliver them to the Agility storage facility

On retrieval of the Archive box from the system, unless it is a permanent retrieval, the retrieved Archive box will be kept in abeyance in Records Management System, O' Neil, until such time the Archive box is returned to Agility archive centre. Upon return of the retrieved Archive box, the abeyance or hold mode is released in RMS and the returned Archive box is verified against the RMS retrieval document or delivery sheet to ensure that the same Archive box that has been dispatched has come back for re-filing to ensure 100% Archive box storage integrity/inventory accuracy. On completion of the initial audits the returned boxes is re-filed in its appropriate parent box assigned to bar coded location and such allocation is again verified by a supervisor or manager to ensure flawless Archive box flow and archiving system.