



LARGE DOCUMENT STORAGE



The System with Built-In Flexibility

Large document storage presents a unique challenge that goes beyond traditional filing equipment and supplies, and storage is usually the most costly component of any system.

Are you currently using a flat file storage system for your large documents and facing space constraints? If so, then Datafile's vertical file storage system may be the most efficient method for storing your large documents. By storing large documents in a vertical position instead of conventional flat files, floor space savings of up to 75% are achieved.

If you are having trouble accessing and organising your current files, then adding a color-coded label to your vertical files will provide easy access and will work just like a conventional file cabinet. The easy access also minimises the stress on the office worker when searching for documents since all documents will easily be found.

Are you interested in saving money with a more efficient large document storage solution? Cost savings can be substantial since one vertical file storage system can store the equivalent of three five-drawer flat file storage systems. Almost any size and type of document or material may be stored in sequence including maps, plans, film, artwork and digital media.

Features

Versatile, cost-effective solution to all large document storage requirements.

Quick installation and reconfiguration when necessary.

Easier filing and retrieval in less space.

Sturdy 18-gauge shelves for large media depth with heavy-duty reinforcements, assures documents to stay safe and organised.

Easy-to-handle, durable, lightweight corrugated cardboard folder protects all documents, no matter what size.

Color-coded label reduces retrieval and re-filing time.

Room for system growth.

Functional for different types of large document storage.



The Shelving

To meet the need for large document storage needs, Datafile designed a series of open vertical shelving units with both fixed and movable partitions. The system is configured using shelving with large media-depth, heavy-duty shelves and reinforcements.

Our default design includes units 97" tall, 36" deep and 48" wide. The units have two 48" high internal components for large documents, with two dividers per component or 4 dividers per section total. Adder units can be ordered with solid steel panels, or open panels, between joined units.

Units of varying height can be designed piece by piece by using other post heights. The large document compartment must have a minimum clearance level of 48" height and 36" depth.

The Folder

The large document storage system incorporates a cardboard folder (45" x 38") to accommodate up to E-size ANSI paper (44" x 34") which houses the most common large document sizes. The folder is only available in this size.

Made from durable, lightweight corrugated cardboard fastened with Velcro, the folder is easy to handle and prevents documents from being damaged while stored or in transit.

The Label

To access the files efficiently, a 10" TABQUIK color-coded label is used. The use of TABQUIK enables you to generate labels on an ongoing basis from your computer and color printer.

About Datafile

At Datafile, we are proud of our continuing ability to address the everyday RM challenges that our clients have. As the recognised leader in the records and information management industry, we develop custom solutions that enable our clients to control, store and access critical information. We offer top quality filing systems, media storage equipment and specialists that solve complex records and information management challenges. With more than 25 years of experience, we serve clients in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government.



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