

## THE IRRETRIEVABILITY OF ARCHIVED DOCUMENTS

As a practicing attorney I have been waging war on paper for over 25 years. One of the biggest administrative issues, on which I have always been admittedly susceptible, has been the war on accumulating paper.

One of the biggest issues with paper, of course, is what to do with it. Traditionally when we have finished using it, it goes into a dead file and is sent off to some sort of document storage graveyard like Metrofile. For 90% of those documents, that is the last we will ever see of them. After 5 years or so they are destroyed and life carries on with new documents.

However, it is the remaining 10% about which we need to concern ourselves.

Frequently I have a need to retrieve documents from files which have already been closed. Typically, it will be from files which went to archives no more than 3 years ago. I have, however, had occasion to need files which are up to 10 years old. More often than not they have been destroyed. In almost every instance it takes no less than 2 to 3 days in order to recover a document.

The recovery process from the commercial document storage houses cost money, requires an interface of several people and is always accompanied by a significant delay.

In a modern world where time means money, we can no longer afford a 2 to 3 day delay on document recovery.

*Globaldox* and *Sohodox*, software for large and small enterprises, now offer instantaneous retrieval of documents at no cost, irrespective of the age of those documents. Problem solved.

*Globaldox* and *Sohodox* will cost you no more than your cost of hardcopy storage, enable you to destroy hardcopy documents much sooner than you would otherwise have done and simply take the stress out of document archiving.

A colleague told me recently about a particular document which he required from one of the hardcopy document storage houses. The document was in a dead file, but was required urgently in order to cross refer to a current matter with which he was dealing. When he tried

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to retrieve the document, he discovered that there had been a fire at the storage depot and, inevitably, his document was one of those which had been irretrievably destroyed.

With *Globodox* or *Sohodox*, that need never happen again. Document retrieval is guaranteed, without the wait and without the expense.

Call us now on +27 833 050 294 and ask for Daya Naidoo or click [here](#) for more information.

Andrew Pike

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