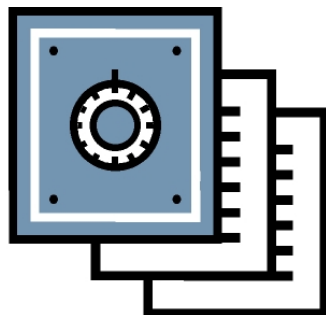


# THE EVOLUTION OF OUTSOURCED PHYSICAL ARCHIVING AND MANAGEMENT IN KUWAIT AND THE REGION

**PRESENTED BY**

**menafile**  
RECORD STORAGE & MANAGEMENT

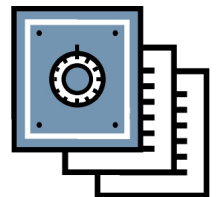


**مينافايلر**  
تخزين وإدارة مُستندات

## Who is MENAFILE?

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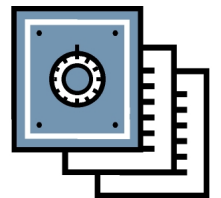
- The first **and leading** records management company in Kuwait, established in 2005 and serving over 35 of Kuwait's top public and private institutions
- Founded by an energetic and dedicated team who strive to introduce cutting edge business services to the region
- A permanent solution for all your archiving and record keeping needs



## What is records management?

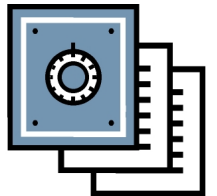
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- The organized, safe, secure storage and management of your physical and digital archives using cutting edge infrastructure and technology
- The delivery and retrieval of your files, in soft or hard copy, whenever you need them



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# Physical Archiving in Kuwait pre- MENAFILE















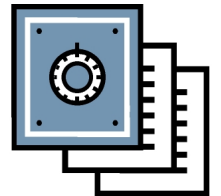






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# Physical Archiving in Kuwait post MENAFILE















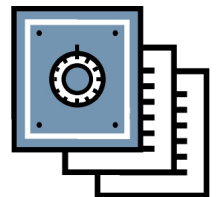




## The benefits of outsourced RM

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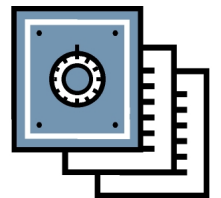
- Client focuses on core competency
- Costs are exactly matched to requirements
- Organization, safety, security and efficiency is unmatched
- Clients save money, space, and most importantly time...



## Institutions and sectors using RM today

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- Government
- Banks
- Insurance firms
- Investment firms
- Real Estate firms
- Family conglomerates
- Retail groups, etc...

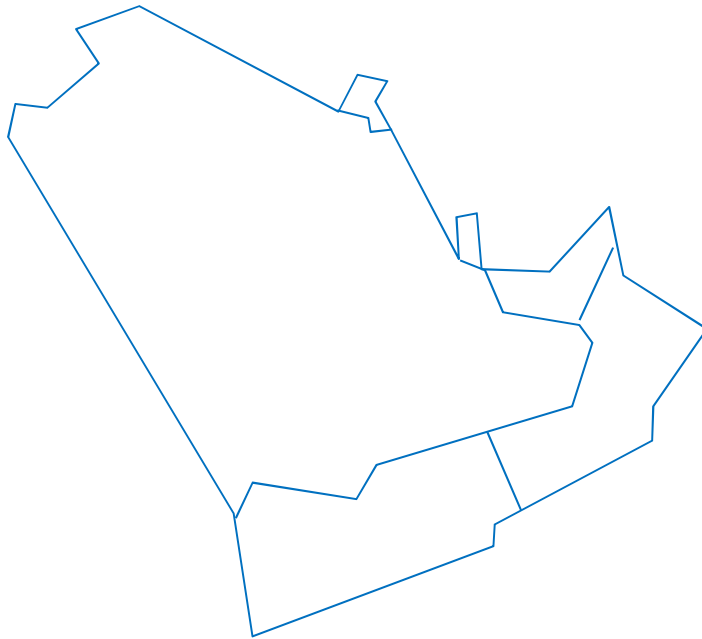




# Records Management presence in the region...

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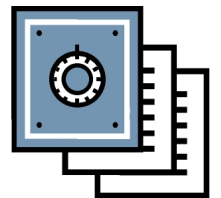
1995...



Present...

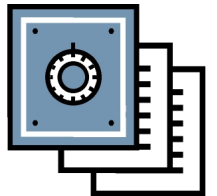


and more...



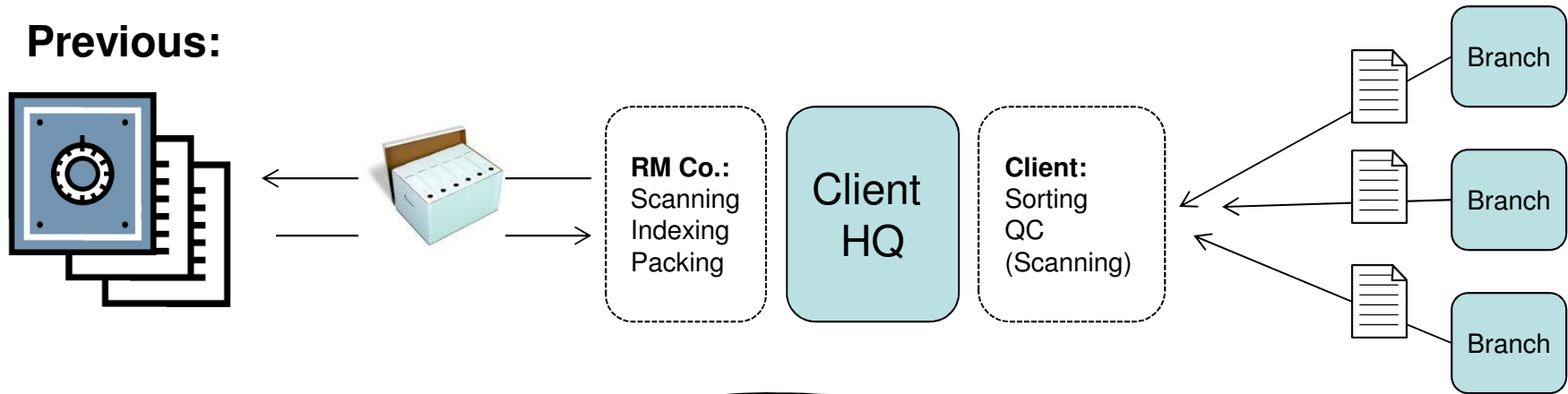
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# OUTSOURCED RECORDS MANAGEMENT: THE FUTURE...

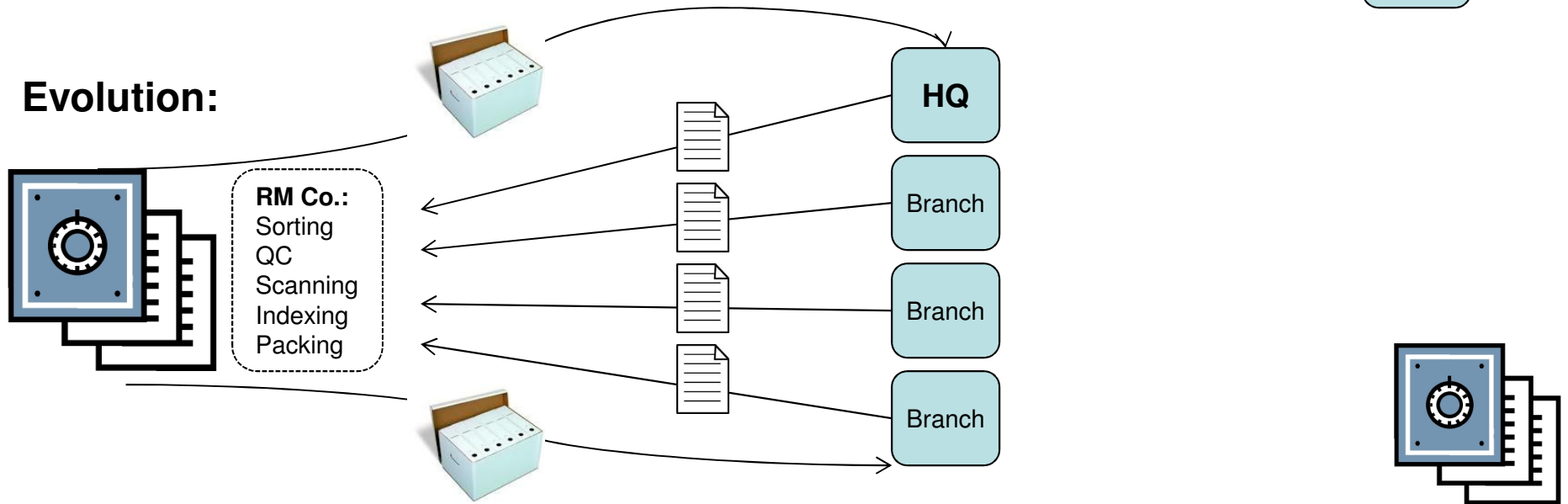


# Getting closer to the source...

## Previous:



## Evolution:





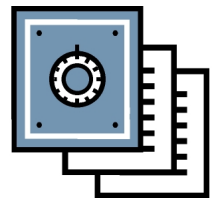
# Secure destruction: protecting your information to the end

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## MOBILE SHREDDING



## E-DESTRUCTION





مينا فايل  
تخزين وإدارة مستندات

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# THANK YOU

MENAFILE.COM

