

**CONFIDENTIAL**

# The keys to systematic and **safe storage and archiving**

- Confidential information
- Business secrets
- Electronic archives
- Accounting records
- Historical archives
- Classified information
- Organization and management of information



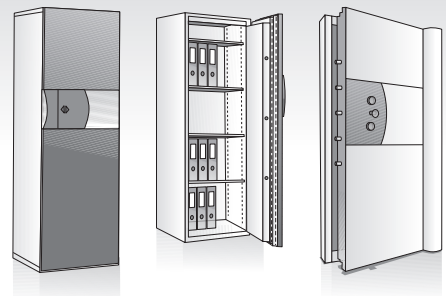
Good filing and storage not only affect organisation, safety, productivity and comfort at work but also improve the quality of customer service. Four experts from different fields explain how archiving is carried out in their organisations.

# Kaso provides solutions for the highest demands in archiving

**We safeguard documents of national cultural heritage**



Kaso's range of security products offers a variety of security classification and feature options to accommodate different applications. We often work together with customers to find the most appropriate solution for their unique storage requirements. Learn more about our products at [www.kaso.fi](http://www.kaso.fi)







**The National Archive Service of Finland consists of the National Archive and seven regional archives. They are responsible for archiving documents as well as enabling easy access to them for research and study purposes.**

Planning Director **Jorma Vappula** says that this is best achieved when document management is implemented holistically throughout the lifecycle, beginning already before the material arrives at the National Archive.

– Our mission is to receive and archive from the state authorities documents older than 40 years and also private archives of cultural and historical relevance. Currently, about 80 shelf kilometres of documents

term preservation of the documents. Our customers are not allowed into the archives – instead, the documents are brought upon request to a separate research room for reviewing.

The National Archive also utilises the power of new digital archiving solutions to manage data. According to ICT Manager **Marko Natri**, the digital archive already covers millions of documents.

– The continuously growing digital archive can be accessed directly from the network. An important part of the digital archiving is the VAKKA database, where you can find most of the references and descriptions of the archived materials. Their purpose is to make data retrieval for, for example, historical or sociological studies easier.

## **“Archiving on a massive scale requires sophisticated processes and systems.”**

**Jorma Vappula**, Planning director, National Archive

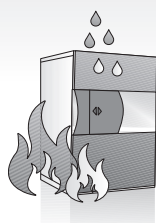
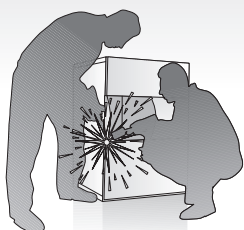
are being stored in the four Helsinki archives. Archiving on such a massive scale requires sophisticated processes and systems.

As Finland's most important archiving organisation, the National Archive's duties also include preparing good archiving practices based on the archiving laws and issuing archiving instructions for the public sector. These recommendations provide general guidelines for all Finnish authorities.

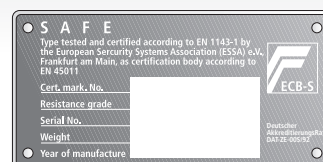
– All our archiving facilities have been designed to protect documents against external threats. Having been constructed in accordance with the provisions of the building regulations for archives, they guarantee the long-

### **ARCHIVES CONSTRUCTED IN ACCORDANCE WITH THE APPROPRIATE BUILDING REGULATIONS PROTECT THE MATERIALS AGAINST:**

- **Water and harmful moisture**
- **Fire, soot and fire gases**
- **Overheating and light**
- **Pollutions of air**
- **Vandalism, damage and unauthorised use**



Kaso products have been tested and verified according to the prestigious European ECB-S certification to protect your materials and assets even in the most demanding situations. As the only Finnish member of the EUROSAFE organisation, we take part in the development of common European standards with the other leading manufacturers in the industry.



# We are responsible for exceptionally confidential materials



**The archiving at Finland's Ministry of Defence is a comprehensive solution, with clear instructions for the handling of documents.**

– I believe our archiving practices are among the most strictly controlled in Finland. They must be consistent with both domestic archiving laws and international standards as we also manage plenty of classified EU and NATO material, Ministry of Defence's Head Attendant **Paavo Halonen** explains.

In order to make the work process as smooth as possible, the officials also have their own fire- and burglary-protected safes to keep the documents related to ongoing projects and investigations safe. When the materials are no longer needed, they are returned to the archive.

– In addition to an archive attendant, we have two attendants to handle classified material. Their responsibility is to know where each of the documents taken out of the archive is and to what purpose it is used.

– Even one misplaced paper is enough to cause at least an image problem.

Although all Ministry of Defence materials are required to be archived on paper, digital archiving is gaining ground. Accordingly, the strict operating guidelines cover more than just paper documents. Devices such as memory sticks and portable computers are always stored in classified safes when not in use.

**“Even one misplaced paper is enough to cause at least an image problem.”**

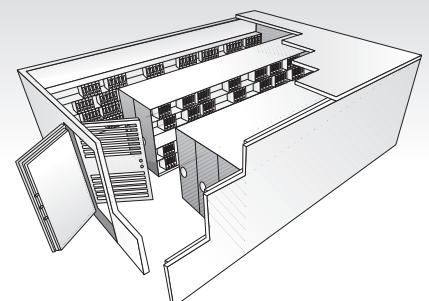
Paavo Halonen, Head Attendant, Ministry of Defence

**Kaso products protect your confidential information against fire and burglary**



Our service portfolio related to safe and systematic storage includes:

- Security design services
- Security audits and consultations
- Delivery and installation services
- Maintenance and 24-hour telephone service
- Kaso Rent financing services







# Secure archiving is a thoroughly designed process

**Federation of Finnish Financial Services represents its members, mainly banks and insurance companies, operating in the financial sector.**

The member companies must archive and protect large numbers of valuable documents on behalf of businesses, organisations and private citizens. According to the Federation's Security Expert **Aku Pänkäläinen**, the archival needs are of a very long-term nature.

– Documents are often stored in their own archive rooms. In designing the vault structure and selecting the technical solutions, special attention has been paid to the fact that many of the documents may be accessed only a few times during their lifecycle,

yet they need to be stored unharmed for decades. The documents required more regularly are stored in fire- and burglary-protected safes.

Financial sector companies have long traditions in providing secure storage. In addition to security, other factors such as optimising temperature and humidity need to be taken into consideration in vaults and archive spaces.

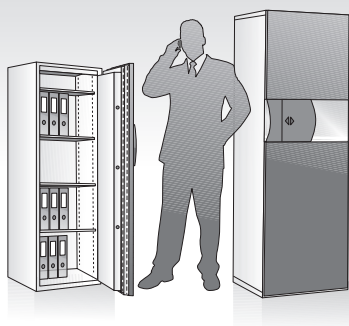
– Currently our members have their own archiving practices and needs. In the future, we plan to implement good common practices for secure archiving in order to make archiving more efficient and to constantly improve customer service. The solution lies in creating archiving instructions that work and sticking to them, Pänkäläinen reminds.

## DOCUMENTS REQUIRING SYSTEMATIC ARCHIVING INCLUDE:

- Securities such as stock certificates, bonds, promissory notes and warrants
- Banking agreements
- Insurance contracts
- Deeds of sale
- Bonds
- Investment and business licenses and other certificates related to deposits and transactions
- Assignment documents

**"We strive to make archiving more efficient and to constantly improve customer service."**

**Aku Pänkäläinen**, Security Expert, Financial Sector, Federation of Finnish Financial Services



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Learn more about our service offering at **[www.kaso.fi](http://www.kaso.fi)**



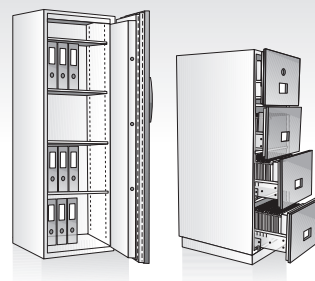
# A document filed correctly stays filed correctly



**Award-winning  
Finnish design for  
safe and systematic  
archiving**

**KKASO®**

Usability is an integral part of our product development process. Our customers can, for example, choose to have their storage solution equipped with a key lock of their choice or a programmable combination lock. In addition, we offer a wide range of inside fittings for a variety of uses. Thanks to the multi-layer BFP® construction, our products are also light in weight without any compromise in their level of security.





**Siemens Financial Services has a large and diverse customer base in its business of providing finance solutions to companies and other organisations.**

According to Administration Manager **Pia Sarin-Pylvänäinen**, the company's biggest archiving needs lie in safely storing thousands of leasing agreements.

– We receive new leasing agreements daily and need to continuously access archived documents. That is why systematic storage and easy accessibility of documents have such a high priority for us when it comes to archiving solutions. This is absolutely essential from our business perspective.

As one of the leading Nordic finance solutions providers, Siemens Financial Services has to ensure that their customer data and agreements are protected in locked fire-safety cabinets against fire and water damage as well as unauthorised access. In everyday work, the possibility of human error is seen as the most critical threat. Fortunately, once correctly filed, the document will stay correctly filed.

– Filing may seem like a routine task. However, a huge number of work hours can be saved even years down the line with an initial investment in safe and systematic archiving. What's more, customer contract lifecycles can be effectively managed even though the person responsible for the archiving and management of the documents could change along the way. That is definitely worth the effort.



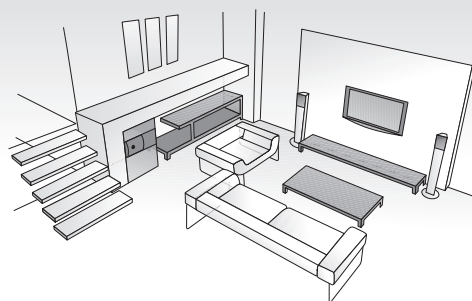
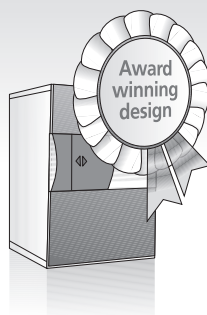
#### **IN THE OFFICE, SYSTEMATIC STORAGE SOLUTIONS PROTECT:**

- **Company reports, plans and studies**
- **Customer and partner registers and agreements**
- **Backups**
- **Billings and price lists**
- **Personnel information**
- **Cash and valuables**
- **Safety-related documents**
- **Minutes**

**“A huge number of work hours can be saved with an investment in safe and systematic archiving.”**

**Pia-Sarin Pylvänäinen**, Administration Manager, Siemens Financial Services

Designed to blend in with modern home interiors, our range of KEEPS® domestic safes combines stylish looks with certified protection against burglary and fire. KEEPS® enables people to keep their valuables close and personal items organised. Learn more about KEEPS® products at **[www.kaso.fi](http://www.kaso.fi)**







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Lyhtytie 2, PO Box 27, FI-00750 Helsinki, phone +358 9 34 681, fax +358 9 386 0021, sales@kaso.fi, www.kaso.fi