

100%
branded quality

100%
exceptional value

100%
recycled paper

Basildon Bond 100% recycled paper envelopes offer both value for money and branded quality for customers looking to make a responsible environmental choice.

Available in a wide range of sizes, pack quantities, 100% biodegradable window and non-window variants, in white or manilla. Basildon Bond is the sensible choice for dealers too, with branded products having greater cash margins than own label alternatives.

If your customers want an environmental option without compromising on quality, take a look at Basildon Bond... it makes 100% sense.



Basildon Bond
Recycled business envelopes

Supporting...



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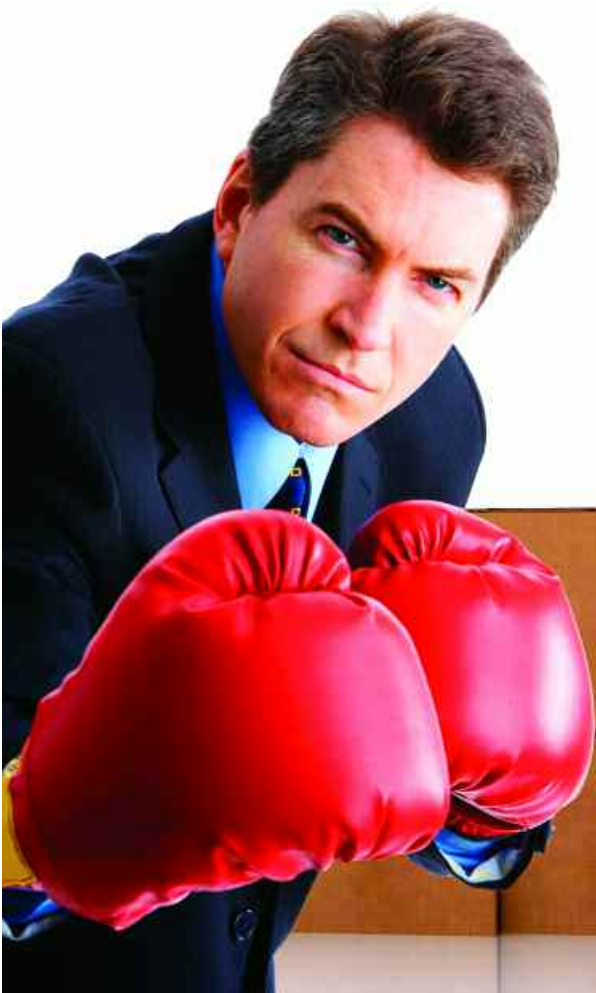
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boxing

CLEVER



As you wrap up another financial year, **Suzannah Wright** takes a look at your options for archiving and storage.



you've processed your P60s and P11ds and prepared year end accounts but there's another important task to complete before you can put the 07-08 year to bed: filing and archiving. Yes, it can be a boring job, but it's vital for legal and organisational issues, and it's not enough to throw old documents into a drawer and hope you never need them again.

As with anything, the right tools can make things much easier. A good range of storage and archiving solutions will make it easier to not only file but retrieve documents. So what should you consider when purchasing storage solutions?

Information overload?

First, let's deal with the legal situation. There are two aspects you should consider – keeping records for tax purposes, and destroying or protecting records for data protection purposes.

You should keep tax records for three years, and VAT records for six. However, since for most businesses these records would probably be the same, this means keeping financial records for six years. Under UK law, you must keep accounting records sufficient to give a 'true and fair view of the state of the company's affairs and to explain its transactions'.

You should also factor in data protection laws which mean that some documents must be destroyed, and others should be stored safely. (see box out for more information).



USING PROTECTION

Under the Data Protection Act, you have an obligation to protect personal data. This may mean that some documents should be destroyed – securely – and that others should be safely stored.

Juliet Tipton, marketing manager for Esselte UK, says: "There are increased consumer concerns in over the security of personal information held by businesses – especially concerns over identity theft and the loss of privacy."

There is also another need for security, says Tipton: "Businesses are concerned about the need to protect information vital to the ongoing operation of their businesses often kept in soft copy as well as hard copy so storage solutions need to be available for CDs, DVDs as well as paper files."

Choosing storage solutions with security features gives you flexibility to accommodate sensitive information, and there are specially designed products which will let you store discs securely as well as hard copy documents. But these should be accompanied by a policy or procedure so that all staff do their part in keeping records safe.

For more information and best practice guides visit: http://www.ico.gov.uk/for_organisations.aspx

The final frontier

Space is a major issue in many offices, so think about flexible, adjustable solutions allow you to make the most of every nook and cranny. For larger offices, movable shelving is a great option for archiving, and in smaller spaces look for stackable or interlocking solutions which can be added to or re-made as your needs change. Storage boxes which come flat-packed are another obvious space saver as you only need to make them when you need them.

Choose products which are appropriate for the different types of documents you'll be archiving. You can purchase boxes or furniture with special units for CDs, large documents, and so on. This means you aren't storing a huge box half full of CDs when a smaller space could keep them just as well.

It's also worth remembering that paper is very heavy if there's enough of it, so always look for good quality boxes, shelves or drawers which can cope with the weight.

Life cycle analysis

Think about how often you might need to retrieve the documents, and bear in mind how easy it will be to get them out of your archive system. You shouldn't be shifting heavy boxes or squeezing in between huge cabinets to reach the drawers. In part this will be about careful planning of your office layout, and your dealer should be able to offer advice on how to set

this out and which products will work well for you.

Again, choosing storage solutions with different sections for different documents will make it easier to find things when you are looking for them, and also to file them accurately in the first place.

Colours of the rainbow

Once you've got the basic storage structure in place, its time to think about how you'll fill those shelves and drawers. As with the furniture, look for quality because these files should last for at least as long as you need the records. Suspension files, in particular, should be good quality, even reinforced, to cope with the weight of your documents. For ring binders and lever arch files, again look for quality and make sure you have plenty of dividers and labelling equipment to keep the archive in order.

And then of course there's the issue of colours. There's nothing more satisfying than a well co-ordinated archive system (or is that just me?), and clear colour coding will make it much easier to find what you need further down the line. But you don't need to go all out, it could simply be a case of colour coding labels or shelves – again your dealer will have plenty of experience of how other offices have managed, so don't be afraid to ask for their advice. ●

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THE FUTURE?

"Digital Archiving is the future; it provides a solution to deal to the increasing volumes of documents that companies are required to retain to either meet new legislation or simply for back up and storage. Modern document management improves the quick retrieval of information and increases storage utilisation, alongside cost saving through a reduced use of space and it allows for quick and easy searches benefiting employees in their time management."

Stefan Schindler, DocuWare





"That's what I call thinking outside the box"

New lock-in lids

For stable storage and transportation

New labels

Standard details on one side, plain on the other for customised labelling



Taller size
Now takes ringbinders and lever arch files



R-Kive® Premium storage solutions just got better

The new taller R-Kive® Premium storage boxes offer maximum strength and durability. They set up in seconds due to the superior Fastfold™ construction and are made from 100% recycled board. And now they also come with new ingenious locking lids and flexible labelling options. So if you are looking for a superior, archive solution, you'll find R-Kive® Premium the best in the business.

Contact your local office products supplier today or speak to Fellowes on **01302 836836** for further information'



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+ Free 2nd Tray****



imagine quality and peace of mind with our 3 year warranty*

3 **free** 2nd paper tray 

ML-3471ND
Corporate Duplex Mono Laser with Network Option

- 33 page per minute A4 mono laser printer
- Duplex as standard
- 400MHz processor for swift digital printing
- 1200x1200dpi resolution PCL5 compatibility
- 250 sheet paper cassette and 50 sheet multi-purpose tray for special media
- 50K monthly duty cycle
- USB & parallel connectivity

**Free 3 Year Warranty*
+ Free 2nd Tray!****

3 **free** 2nd paper tray 

ML-2851ND
Network Duplex Business & Corporate Mono Laser

- Fully networkable
- 28 page per minute A4 mono laser printer
- Duplex as standard
- 400MHz processor for swift digital printing
- 32MB memory (upgradable to 160MB)
- 250 sheet standard cassette with 250 sheet option available
- PCL & PS compatibility
- Windows and Linux compatibility

**Free 3 Year Warranty*
+ Free 2nd Tray!****

3 **free** 2nd paper tray 

ML-3051N
The all round office mono laser printer workhorse

- 28 page per minute A4 mono laser printer
- 64MB upgradeable memory (320MB max)
- 1200 x 1200dpi print resolution with PCL6 compatibility
- 250 sheet paper cassette and 50 sheet multi-purpose tray for special media
- 35K monthly duty cycle
- Network ready

**Free 3 Year Warranty*
+ Free 2nd Tray!****

3 

ML-4551N
Fully featured, mono workgroup laser printer

- 43 page per minute A4 mono laser printer
- PSL & PCL6 compatibility
- 600 sheet paper input standard capacity
- 500MHz processor
- Up to 3 500 sheet cassettes available
- Less than 57dB when printing
- 45 scalable, 1 bitmap, 136 PS3, Bar Code, OCR Fonts

Free 3 Year Warranty!*

3 

CLP-350N
The World's Smallest Network Ready PCL & PS Colour Laser

- 5 page per minute A4 colour & 19 page per minute A4 colour laser printer
- Compact size & weight, only 10.6kg
- 128MB memory (upgradable to 256MB)
- USB 2.0 & 10/100 Base TX
- Low running costs • Windows 2000/XP/2003/Vista
- Quick & easy toner change.

Free 3 Year Warranty!*

3 

CLP-610ND
Networkable High Speed Duplex Colour Laser Printer

- 20 ppm A4 colour & mono print speed
- Duplex as standard
- Up to 2400 x 600dpi effective output
- 250 sheets on line standard paper capacity
- USB 2.0 & 10/100 Base TX Network ready
- 100,000 duty cycle
- Windows, Various Linux, Mac OS X 10.5

Free 3 Year Warranty!*

3 

CLX-3160FN
Network Ready Colour Multi-functional Device with Fax

- Network ready A4 colour MFD
- 16ppm mono, 4ppm colour print & copy
- Advanced scanning functions incl: scan to email & network
- Direct USB function enabling: scan to USB & print from USB
- Advanced copying functions incl: ID copy, Clone & Poster.

Free 3 Year Warranty!*

3 

SCX-5530FN
Multi-functional Copier with Advanced Duplex Capability

- 28 page per minute digital copy and print speed
- Front panel USB memory port allows Scan-to-USB and Direct USB memory printing
- 50 sheet automatic document feeder (ADF)
- Full featured 33.6KBps speed fax with 3 second page transmission
- Network ready (10/100 BaseTX), USB 2.0 and parallel interfaces

Free 3 Year Warranty!*

Distributors include



*Offer valid on listed models sold between the 1st January and the 30th June 2008. ** Offer applies to ML-3471ND, ML-2851ND, ML-3051N only. Subject to stock and availability. E&OE