

## PAPER ARCHIVES

A NEW PERSPECTIVE.  
WE FREE UP UNPRODUCTIVE SPACE  
WE PRESERVE YOUR KNOW-HOW

### SGA HOSTS, INDEXES, REORGANIZES AND MANAGES YOUR ARCHIVE

How?

Simple: with a structure capable of storing more than 2,000,000 binders, two warehouses with 16,000 cubic meters of useful storage, and a **management system that codes the movements** of each dossier from when it is taken over to when, on your advice, it will be shredded.

Do you need to find a document? You can opt for our **quick delivery services**: within 8 working hours from the request for home delivery, within 4 hours by e-mail or by accessing the customer area of our website from a PC or smartphone, or if you want you can come directly to us.

You are free to use your **time**, freeing up **space** used for document storage and making it productive, containing its cost and implementing its use.

Storing documents, protecting them, digitizing them and making them easily accessible has always been the mission of SGA.

**2** Warehouses | Over **2 million** binders | **16,000 Cubic meters** storage  
**4 hours** on average to send a document in digital format

**WATCH THE FULL VIDEO  
AND DISCOVER ALL THE PHASES OF OUR SERVICE!**

Document Storage Milan

Storage Management Digitization Shredding Archives

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## PAPER DOCUMENT STORAGE AND ARCHIVING

### INSPECTION

An expert carries out an on-site inspection to define the type of service, to quantify the cubic meters of documents to be stored (1 cubic meter = approximately 90 folders with 8 cm thick back) and to assess the hours of labor required to perform the intervention.

### BOXING

The boxing phase is carried out directly by our employees. The documentation is placed in boxes of 5 folders specially designed to ensure long life and consistency with the retention standards. In this phase, the state of maintenance of the archive is checked.

#### TRANSPORTATION

The transportation is followed directly by our qualified staff with vans monitored by a GPS tracker or, for very large quantities, by our trusted partners.

#### DIVISION

The documentation is divided by consistent years in order to facilitate future disposal. Personnel and corporate documents are separated if you want to keep them for more than 10 years.

#### INDEXATION

The indexation procedure can be implemented at the place where the documents are currently stored or preferably at our warehouses. In this phase, the indexation system and the structure of the Official Archive Index are defined.

#### CODING IN SGADOX

The coding in the ERP SGADOX management system guarantees a unique identification that can be customized at various levels on the indication of the customer, tracing the documents from the time they are taken over to when they are destroyed.

#### RETENTION

Once catalogued and indexed, the archive reaches its destination at the warehouse. In order to ensure high standards of service for **paper document storage**, the documentation is grouped into allocation units of 18 boxes. It is then encapsulated in order to guarantee maximum security from risks deriving from external factors and is stored in the warehouse in a completely anonymous manner, totally excluding the possibility of unauthorized access or processing of personal data that is not permitted.

#### DELIVERY OR SENDING OF DOCUMENTS FOR CONSULTATION

When customers need a document, they can opt for our quick delivery services: within 8 working hours from the request for home delivery, within 4 hours by e-mail or by accessing the Customer area of our website from a PC or smartphone.

If there is a need, customers can make the consultation in a **specialty equipped consultation room** at our headquarters.

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## PAPER ARCHIVE REORGANIZATION

**SGA also offers an on-site reorganization and indexation service that is very useful for a detailed inventory of your living and historical archive.**

We study and agree with you the best solutions for the management and consultation of the documentation that you consider essential to have always available in your offices. We provide projects for the rationalization of spaces and indexation criteria. We give you more space and time.

Leader in the industry, SGA offers a complete service of archive management in Milan, in Lombardy and throughout northern Italy, granting the best security in document storage. Discover also the other services provided:

[archive management for bankruptcies](#)

[digital document storage](#)

## RELOCATION

Do you need to renovate your offices or simply your archive facilities, are you moving to a new, smaller location and do you need space and time?

### SGA'S PAPER DOCUMENT STORAGE SERVICE IS COMPLEMENTED WITH SOLUTIONS FOR

- the relocation
- the pre-indexation
- the temporary storage of documents

It is important that this activity is carried out by qualified personnel in order to **guarantee constant traceability** and **accessibility of documents** during the relocation phases and following reallocation.

#### Particularly indicated in cases of:

- Restructuring of offices
- Renovation of archive facilities
- Relocation of offices to new locations
- Sudden capture of large amounts of documents

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## SHREDDING

SGA **paper document storage** service also includes, if required, paper shredding. Once the Customer's paper archive has been withdrawn and indexed, it is decided what to shred and what to store based on specific retention criteria for the various types of documentation.

If this activity has already been carried out by the customer, determining the archive as waste, SGA uses operating partners regularly authorized to transport, store and treat non-hazardous waste.

The transport and delivery of documents to the destruction and recovery centers is certified by issuing a regular **Waste Disposal Form (Italian Legislative Decree no. 152 of 03/04/2006 Art. 193)**.

### There are two ways to choose for the shredding of your archive

#### 1. CERTIFIED SHREDDING

The sealed boxes are delivered to an **operator with a dedicated system equipped with shredders in rooms with CCTV cameras** in order to check at all times the respect of **privacy procedures**. The company certifies that the documents have been destroyed by shredding. The baled paper is sent to a paper mill for recovery.

#### 2. SIMPLE SHREDDING

The sealed boxes are sent to an **authorized operator** who, after material sorting and mechanical shredding, delivers them to a paper mill in 1-tonne compressed bales. Any data is destroyed and is no longer recoverable.

In **both** cases, once the paper has reached the mill, it is further macerated using a pulper containing water that separates the fibrous material into fibers in their elementary state.

#### TOLL FREE NUMBER



#### CONTACT US

SGA Srl - Archiviazione Documenti  
Via San Francesco Saverio, 12 | 20823 Lentate sul Seveso (MB)  
Tel: **0362 572112** | Fax: **0362 681870**  
Mail: [info@sgaservice.com](mailto:info@sgaservice.com)  
Mail amministrazione: [amministrazione@sgaservice.com](mailto:amministrazione@sgaservice.com)  
Mail PEC: [amministrazione@pec.sgaservice.com](mailto:amministrazione@pec.sgaservice.com)  
Website: [www.sgaservice.com](http://www.sgaservice.com)