



[T MARKET](#) is a trusted, practical-shopping partner for its customers. The store chain's distinguishing feature is the selection of products by Bulgarian farmers, including fresh meat. In 2020, they are focusing on developing their culinary segment have already built their own workshop where they prepare all meals and salads, and process the meat following strict rules and production standards.

T MARKET believes that nowadays people need a supermarket close to their home or office that lets them shop quickly and conveniently at the best possible prices. To satisfy its clients' demands even more effectively, it launched an online store in 2020 offering a selection of more than 6,000 products and delivery in Sofia and the region.

Background

T MARKET is one of the first store chains of its kind in Bulgaria. It started its operations in 2005, and its documentation flow has since expanded considerably, occupying an enormous section of both its warehouse base and its headquarters.

Our approach

1. Initial logistics in order to free up over 365 sq m for the goods

The main goal of our customer was to free up the warehouse quickly. This would enable T-MARKET to use rationally the space for their goods – the resource that actually makes money for the business. **During the most active festive season of the year in just a few days we transported hundreds of pallets of boxes of documents.**



2. Resource optimization through document destruction, document sorting and organization

To facilitate T-MARKET's resource optimization in relation to archiving, the first service we offered was document destruction. The process we completed as follows:

- Sorted and set aside the documents with expired storage periods, as well as those that were damped or mouldy;
- Separated the valuable documents, which were to remain in storage, from those that have expired and had to be destroyed;
- Put the valuable documents that had become mouldy in a special room so that we could preserve them without "infecting" the other documents;
- Destroyed all unnecessary documents at our facilities to protect the confidentiality of the data.

The challenge

A need for a new archiving system for the processing and sorting of a large number of documents.

The solution

Offsite document storage.

A brand new approach in terms of storing, organizing and archiving documents. This includes usage of electronic archiving software.

Results

- Well-preserved and protected documentation, protected from influences that may damage their integrity - external weather conditions or human intent;
- Using a [system](#) through which they know what documents they have at any given time;
- Maintaining an up-to-date archive of all valuable documentation;
- Easy tracking of information's limitation periods and plan of their timely destruction.

Services used by the client



[Physical archiving of documents](#)



[Destruction of documents](#)

3. A brand new approach - quick access and easy tracking of document limitation periods online

To create the initial archiving structure for our client we described T MARKET's archive by following the [steps for describing disordered archives](#). The steps - sorted, organized, and described the documents by type and year.



In order to set up an effective and secure online access system, which would allow T MARKET's employees to find the necessary information quickly, our team:

- Took into consideration T MARKET's wish to be able to track the limitation periods of their documentation to avoid storing their archives longer than necessary

- Organized the documents according to the most important criteria for T MARKET – years and major types of documents;
- Indexed the processed documents in a way that allows.

T MARKET chose National Archives as a partner in the specific field which is the document archiving. The offsite storage solution of National Archives provides exceptional protection. Through the newly built system for structuring archival documents, „T MARKET“ already in seconds find their documents. And all this - digitally.

365 sq m

freed up storage space for the goods

Would you like to enjoy such incredible results when working with your archive - request a free consultation with us via the link

<https://www.nacorp-bg.com/en/contacts/>

„We thank National Archives for giving us the security to store most of the company's archives. The free space gave us the opportunity to reorganize our corporate archives and to build an effective structure. At the same time, we are now confident that we can access the documentation available in the National Archives Ltd. whenever necessary. „

Alexander Bezsolnakov,
Head of Accounting

Learn more about T Market - <https://tmarket.bg/>