



DATA SHEET

BUSINESS RECORDS STORAGE

Services Overview

You can easily manage the document lifecycle from Source-to-Shred utilizing Archive Systems' full service, off-site, records storage solution. With a network of owned and operated Record Centers complete with barcode tracking, system-driven workflows and sophisticated records management systems, we ensure that your records are well protected, yet easily accessible when needed.

Secure, Protected Facilities

All Archive Systems facilities are monitored through the use of closed-circuit, 24-hour surveillance cameras and only trained and authorized personnel are permitted within the Record Centers. These facilities are also equipped with high-density sprinkler systems and state-of-the-art smoke and fire detection equipment.

Records Storage & Retrieval

By providing 24/7 customer service, Archive Systems enables you to order and track your inventory remotely by the box or file. Customer service representatives are always there to assist and are cross-trained to service every client. Delivery options range from rush service to standard next day delivery. For requests that require immediate access to records, or access from multiple locations, clients can take advantage of on-demand virtual file delivery to view documentation instantly from their desktops.

Archive Systems offers a full service, off-site, business records storage solution that enables organizations to take advantage of secure document storage, retrieval, delivery, indexing, destruction, scanning, reporting, consulting, and more.

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One Source, One Solution

From business records storage and document shredding to document conversion and Web-based image hosting, Archive Systems is your single source for business process efficiency and business continuity.

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SERVICES & BENEFITS

- Centralized Document Storage
- Flexible Delivery Options
- Toll Free, 24/7 Customer Service
- Indexing (Box or File)
- Certified Destruction
- Computer Media Storage
- On-Demand Virtual File Delivery
- Comprehensive Reporting
- Web-based Document Imaging Systems
- Records Management Consulting Services

Return on Investment

Compare the low cost of storing business records at our facility versus the high cost of storing in self storage or in expensive office space. Pay only for the space you use.

Security

24-hour surveillance to safeguard business continuity and protect against fire and intrusion.

Access

Records accessible 24/7

Inventory Control

Computerized inventory management that ensures confidentiality, accuracy and immediate accessibility.

Records Management Consulting

Records management program design, rollout implementation and training.

