Archive Systems

BUSINESS RECORDS STORAGE

Archive Systems is changing the way the world manages documents.
Everyone sees a future that is increasingly paperless, but paper continues to play a major role for every company today. Archive Systems delivers a bridge to that future by integrating digital technologies with state-of-the-art records management services. From business records storage and document destruction to Virtual File Delivery and on-demand document management, we offer the services and solutions that will help you make the journey at your own pace.

Going paperless begins by removing the file cabinets and storage rooms that take up valuable office space. By utilizing Archive Systems, you reduce the risk of loss and damage to vital records, ensure regulatory compliance, increase records retrieval efficiency, and protect confidentiality and security. All of this is accomplished while reducing the costs associated with records storage, retrieval and maintenance.
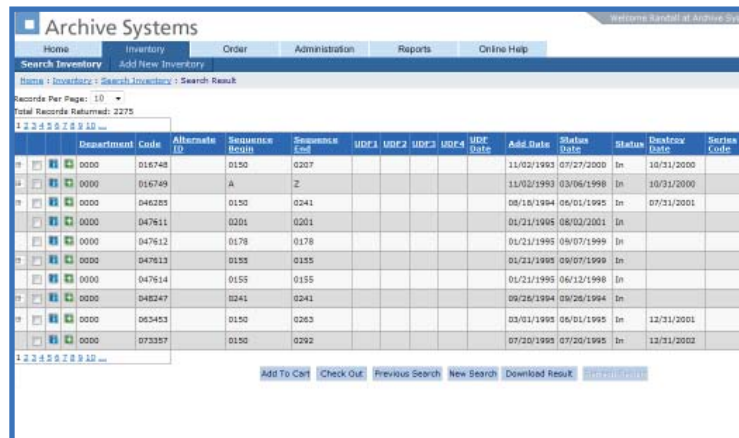
KEY FACTS:

- ❑ Reduces costs associated with records storage, retreival and maintenance.
- ❑ Integrates barcode tracking, system-driven workflows and sophisticated records management systems to quickly locate your information.
- ❑ Ensures confidentiality, accuracy and immediate accessibility to your records through computerized inventory management.
- ❑ Provides you with the tools to seamlessly manage your documents from paper to image.
- ❑ Allows you to track your entire hard copy inventory by the box or file for complete visibility into your records.

Service Overview

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

Records Storage and Retrieval

By providing 24/7 customer service, Archive Systems enables you to order and track your inventory remotely by the box or file. Delivery options range from rush service to standard next day delivery. For 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.

The Virtual Records Center provides you with full access to your inventory so you can request physical and virtual file delivery, schedule pickups or deliveries, run reports, and order supplies all from your desktop.

Additional Benefits

- ❑ Reduce the risk of loss and damage to vital records
- ❑ Ensure regulatory compliance
- ❑ Increase records retrieval efficiency
- ❑ Protect confidentiality and security
- ❑ Enforce consistent retention policies

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