

Archive Systems



DATA SHEET



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:

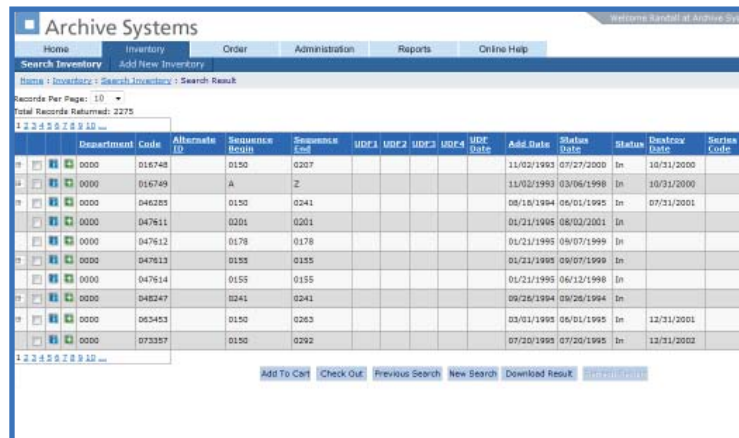
- Reduces costs associated with records storage, retrieval and maintenance.
- Integrates barcode tracking, system-driven workflows and sophisticated records management systems to quickly locate your information.
- Ensures confidentiality, accuracy and immediate accessibility to your records through computerized 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 screenshot displays the Archive Systems web application interface. At the top, there is a navigation menu with options: Home, Inventory, Order, Administration, Reports, and Online Help. Below the menu, there is a search bar and a table of search results. The table has columns for Department Code, Alternate ID, Sequence, Sequence End, UDC1, UDC2, UDC3, UDC4, UDC Date, Add Date, Status Date, Status, and Date/Time. The table contains several rows of data, including department codes like 0000 and 047611, and sequence numbers like 0150 and 0201. At the bottom of the table, there are buttons for 'Add To Cart', 'Check Out', 'Previous Search', 'New Search', and 'Download Result'.

Department Code	Alternate ID	Sequence	Sequence End	UDC1	UDC2	UDC3	UDC4	UDC Date	Add Date	Status Date	Status	Date/Time
0000	016746	0150	0207						11/02/1993	07/27/2000	In	10/31/2000
0000	016749	A	Z						11/02/1993	03/06/1998	In	10/31/2000
0000	046225	0150	0241						08/16/1994	06/01/1995	In	07/31/2001
0000	047611	0201	0201						01/21/1995	08/02/2001	In	
0000	047612	0178	0178						01/21/1995	09/07/1999	In	
0000	047613	0155	0155						01/21/1995	09/07/1999	In	
0000	047614	0155	0155						01/21/1995	06/12/1998	In	
0000	048247	0241	0241						09/26/1994	09/26/1994	In	
0000	063403	0150	0263						03/01/1995	06/01/1995	In	12/31/2001
0000	073357	0150	0292						07/20/1995	07/20/1995	In	12/31/2002

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 