Secured Document Storage & Scanning

Secured Document Storage Advantage

1) There is no capital investment for our clients. Secured Document Storage will supply the storage space, shelving, lighting, forms, security service and personnel required to manage your records retention.

2) We will guarantee the space for growth and expansion. However, you pay only for the actual number of cartons in our facility, month-to-month. There are no annual lease requirements.

3) We provide computerized indexing of your records cartons for immediate retrieval and accurate re-filing. Each department is listed separately and will receive individual storage and service billing for easy cost allocation.

4) The Secured Document Storage "Andrews System" software provides a management report system that can detail a listing of records by carton number, title of records, date file span, alpha/numeric file span, destroy dates, and records center location. The system accurately tracks in/out activity for records stored at the Secured Document Storage record center. Each file can be listed separately, and a detailed Alpha/Numeric printout supplied.

5) Andrews System software has a unique feature called, "InfoKeeper", which is an internet solution that gives you total control and access to your database through a web server from anywhere in the world. This allows you to grow your business without adding administrative personnel and provides you a superior worldwide information management tool.

6) Our facility provides safe, confidential storage. We provide twenty-four hours a day security, monitored by a central station. Automatic fire protection is provided and strict client identification procedures prohibit unauthorized access to your records.

7) You will have easy and immediate access to their records. On-call or scheduled courier service provides direct pickup and delivery. We also have fax capabilities for quick information transfer. In an emergency, your files can be accessed 24 hours a day, 365 days per year.

8) Our service will reduce administrative cost for your business and will provide quick response to requests for stored information.