



MILLENNIUM

Records Management





## *Records Storage*

We manage your records so you can focus on your core business.

- ⊕ Barcode-driven, Windows™ based records management software.
- ⊕ Dry sprinkler protection.
- ⊕ Secured delivery; on call 24 hours a day, seven days a week.
- ⊕ Private in-house viewing rooms.
- ⊕ Professional security monitors our facility everyday throughout the day.

We have the space, technology and experience to manage and protect your paper documents.

# *Records Management Software*

Our Windows based software is the best  
in the information field.

- ⊕ On-line transmission via modem or internet.
- ⊕ Detailed reports on your records deposits.
- ⊕ Barcode-based inventory.
- ⊕ File specific labeling.
- ⊕ Record traffic analysis.
- ⊕ Total records control and instant retrieval for every level of your company.

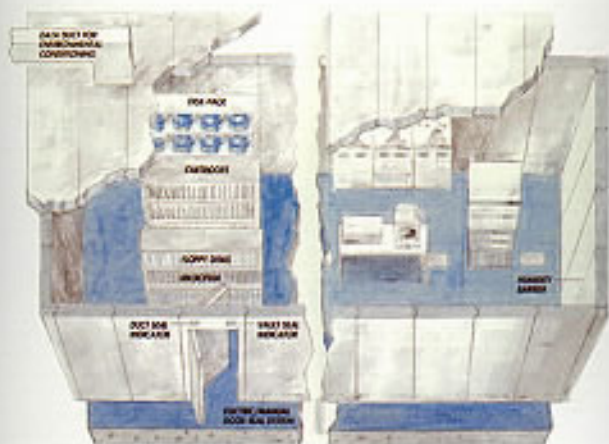


Helping you to reduce your cost of doing  
business .....

## Media and Data Storage

Your sensitive media is fully protected in our fire-safe vault.

- ⊕ Firelock™ Class-350, four-hour (*paper*) and Class-125, two-hour (*media*) fire vault.
- ⊕ Secured temperature and humidity controlled environment for your computer tapes and discs.
- ⊕ Rotation scheduling provides efficient, secured support for your mainframe disaster recovery plan.
- ⊕ Confidential, climate-controlled delivery to your place of business.



Our staff continually strives to develop and implement improvement in technology, security and disaster recovery.

## Secured Courier Service

We provide secure and confidential pick-up and delivery. Our windowless vehicles are clean, climate controlled and locked at all times. We maintain a quarterly review of our drivers. And our area is equipped with a "Truck Trap" to ensure secure transfer of your vital data.



*Records Storage*

*Firelock Vault*

*Climate Controlled Data  
Storage*

*Secured Courier  
Services*

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800 . 323 . 2929