

Archive Systems



Business Records Storage

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 solutions, companies 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.

Features

- Reduces costs associated with records storage, retrieval and maintenance
- Integrates barcode tracking, system-driven workflows and sophisticated records management systems to quickly locate vital information
- Ensures confidentiality, accuracy and immediate accessibility to company records through computerized inventory management
- Provides the tools to seamlessly manage documents from paper to image

Benefits

- Track entire hard copy inventory by the box or file for complete visibility into your records
- 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



Department Code	Alternative ID	Sequence Begin	Sequence End	UID1	UID2	UID3	UID4	UID Date	Add Date	Status	Destroy Date	Series Code
0000	016746	0150	0207						11/02/1993	07/27/2000	In	10/31/2000
0000	016748	A	Z						11/02/1993	03/06/1998	In	10/31/2000
0000	048205	0150	0241						08/18/1994	06/01/1995	In	07/31/2001
0000	047611	0201	0201						01/21/1995	06/03/2001	In	
0000	047612	0176	0176						01/21/1995	08/07/1999	In	
0000	047613	0133	0135						01/21/1995	08/07/1998	In	
0000	047614	0155	0155						01/21/1995	06/13/1998	In	
0000	048247	0241	0241						09/28/1994	08/26/1994	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 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.

Service Overview

Archive Systems offers a full service, off-site, business records storage solution including secure document storage, retrieval, delivery, indexing, destruction, scanning, reporting, and consulting.

Records Storage and Retrieval

By providing 24/7 customer service, Archive Systems enables the ordering and tracking of 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 Van to view documentation instantly from their desktops.

Archive Systems

With over 20 years of experience, Archive Systems understands the complexities of records management, and provides customers with a spectrum of services and software systems to manage the lifecycle of their documents and vital records. By utilizing the most advanced technologies, we provide a solution to manage paper and digital documents and the connection between them. Archive Systems is the bridge to a paperless future.

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