

Archive Systems



Secure Document Shredding

From the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Gramm-Leach-Bliley (GLB) Act to the Fair and Accurate Credit Transactions Act of 2003 (FACTA) and Sarbanes-Oxley (SOX), companies must adhere to compliance rules, as well as protect their information. If discarded improperly, confidential documents can be used to steal the identities of employees or customers, provide competitors with vital records, and threaten the company's integrity.

Whether it is the destruction of short-lived documents housed in an office or cartons and files stored in an Archive Systems Records Center facility, we provide the tools to easily monitor and authorize certified shredding of records at just the right time. The Bin and Console Rotation Program allows for sensitive documents to be inserted into locked security containers that are placed in specified office locations. Our uniformed team transfers the contents to our facilities where they are destroyed.

Features

- Ensures that business records are destroyed safely off-site in a secure, confidential, and properly monitored facility
- Provides services for paper and non-paper materials such as X-rays, blueprints, cartridges, microfilms, computer disks, CDs, DVDs, and videos
- Takes an environmentally-friendly approach by baling and recycling shredded documents
- Meets records retention requirements and compliance regulations

Benefits

- Reduce the risk of loss and damage to vital records
- Certificate of Destruction is handled within 48 hours of receipt
- A Certificate of Destruction is presented after shredding is completed
- Container collection can be scheduled weekly, monthly, quarterly, annually or on-demand



Services Overview

Archive Systems offers solutions for the shredding of sensitive documents, including carton and file shredding, and bin rotation programs. Our shredding facilities are designed and built to world-class standards. As such, you can rest assured that sensitive materials will be destroyed without compromising confidentiality.

Bin and Console Rotation Program

We provide a scheduled shredding service designed to meet individual needs for document collection and destruction. This service adheres to records retention requirements and compliance regulations, and includes numerous checks and balances to ensure accuracy and security.

There are three Security Containers to choose from depending on your requirements. Each one features a unique barcode that enables its movement to be quickly tracked and validated.



65 GALLON
BIN

Holds up to 250
pounds of paper

29.5" L x 23.25" W
x 40.25" H

36" OFFICE
CONSOLE

Holds up to 100
pounds of paper

22.75" L x 15.75"
W x 36" H

PERSONAL
DESKTOP CONSOLE

Holds up to 30
pounds of paper

16.75" L x 12" W x
13.25" H

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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