



The World Records Holder™

Hardcopy

Records Management
Services



ARCHIVE
AMERICA



Archive America Offers Value In Managing Information

Corporate America, Insurance Providers, and Other Businesses That Generate Large Volumes of Paper Documents and Records

According to industry studies, businesses continue to dramatically increase the volumes of information they manage every year. While the formats such as digitized documents, e-mail and e-mail attachments have increased in recent years, paper documents remain prominent within the mix of critical business data.

An Understanding of the Legal Community

Archive America is fortunate to serve many leading law firms and attorneys around the country.

We have the technology to link "sets" of records together; assuring that multiple volumes of pleadings, discovery, correspondence, or even entire client case files can be kept together.

And our detailed indexing capabilities assure flexible choices should you need to perform conflict of interest searches or other possible research.

Understanding the nuances of managing legal records is something we take pride in delivering.

Caring for the Financial Services Marketplace

Our team enjoys serving many leading banks, financial services organizations, and accountants. Tracking serial numbers, sequence ranges, and capturing dates or date ranges can be critical in finding and retrieving information quickly.

At Archive America, we can personalize record categories and other descriptive information to assure compliance with corresponding retention periods. Purging of business data reduces both costs and potential liability.



The information management landscape continues to evolve.

By combining our own experience with the constant feedback solicited from the people we serve, Archive America ensures that we understand what is important to customers both today and in the future.

We truly have a passion for serving you!



Archive America Can:

- Ensure ease of access and integration of both active and inactive records
- Capture critical dates and use that information for retention scheduling
- Link containers or individual file folders together; by volume, by record type, or by description
- Handle tens of thousands of characters of descriptive information per item offering detailed searching data per container
- Automatically track the number of times records are retrieved to protect against repetitive and unnecessary transportation costs
- Track retrieval requests by billing reference numbers; making some of the costs related to management of your offsite records recoverable or at least measurable

Storing records offsite can result in a 40 to 60 percent savings over storing the same records in-house.

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Our Attention to Detail, Commitment to Excellent Service, and Respect for the Needs of the People We Serve all lead to the best possible results for our valued customers.

Rigid Facility Standards

- Superior Security Systems (including 24 Hour Monitoring)!
- Disaster Preparedness (Recovery Plans Available for Review)
- Accessibility to Clients (Location, Location, Location)

Industry Leading Technology

- Systems capable of managing billions of items
- Superior tools for tracking every movement of every item
- A comprehensive foundation with unparalleled flexibility
- Built in monitoring of database integrity
- Accuracy well beyond multi-step manual repetition

Personalized Web Access

- Place requests, check the status of orders in progress, enter or edit descriptive information, request reports, etc.

Custom Proprietary

RIM Solutions

- Easy-To-Use Software for Tracking Your Valuable Information!

Systems Integration for Electronic Communications

- Interfaces with Most Leading Corporate, Legal, or Healthcare RIM Software!

Multiple Invoice Layout Options for Easy Auditing and Payment Processing

- We make it easy for you to know what you're paying for by providing that information in hardcopy or digital format in a layout personalized for you!

Personalized Solutions

- We want to learn how you manage your valuable information internally and then build solutions that compliment that environment



Our Mission...

Our mission is to make our clients' workday lives more productive and less stressful. We do that every day by providing safe and secure environments for the retention of valuable business records and information.

Archive America's comprehensive service offerings, combined with a personalized approach, ensures we'll provide you with the same solutions enjoyed by thousands of our other customers coast to coast.

Archive America is a single-source provider of information management services.

Our document management facilities store millions of cubic feet of documents for small businesses and Fortune 500 corporations.

Archive America's customers have told us that they've chosen us because we have the complete package: competitive rates; a secure environment; a location within a reasonable distance from their office, and the tracking solutions to protect against any loss of their valuable business information. We offer systems designed around the same fundamental tracking tools used by major logistics companies - scanning unique barcode labels from the moment records leave your offices, into our vehicles, onto our shelves, and back again.

Every time we touch a container, file, or individually tracked document, we scan the barcode associated with that record; capturing the exact date and time, the location, and the individual person handling the item. This creates an electronic record for all activity and allows us to monitor the timeliness and accuracy of our services, ensuring that our customers get what they need, when they need it.





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Growing and Partnering to Serve Customers Around The Globe.

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