



**We Think  
Outside  
The Box,  
So You  
Don't  
Have To.**



## **Advanced Records Management Inc.**

Information Management Solutions

Offsite Records Management • Storage/Retrieval

Certified Destruction • Imaging/Scanning

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Our procedures are compliant with FACTA, HIPAA, Gramm-Leach-Bliley and Sarbanes-Oxley





## Document Storage & Retrieval

Storing and maintaining important records is a crucial responsibility of your business. Advanced Records Management maintains and retrieves your documents safely, securely and easily.

For over two decades, Advanced Records Management has been the go-to resource for document storage.

Our state-of-the-art facilities ensure that your documents are held safely and securely. We utilize the most up-to-date technology to record and track your files for instant access and retrieval. With Advanced Records Management, no document storage challenge is too large or too small. We give every client our personal attention and unparalleled expertise.

## Shredding & Destruction

Are you drowning in paper and records? We can store what you need and securely destroy and dispose of what you don't. Our qualified team of professionals will come to you and safely take away the headache of document destruction.

The fact is, HIPAA, FACTA, GRAMM-LEACH-BLILEY and SARBANES-OXLEY all place responsibility squarely on you for proper disposition of confidential company materials.

Advanced Records Management will safely, securely and confidentially destroy your company's sensitive documents and media.

This crucial process can protect your customers and employees from identity thieves and other eager opportunists.

## Imaging & Scanning

Scanning and imaging documents on your own can be a time-consuming and expensive way to manage your data. Let Advanced Records Management provide you with secure and cost-effective solutions for all your imaging and scanning needs.

Is your business drowning in paperwork?

If so, Advanced Records Management has the tools and capacity to turn your paperwork into easily accessible digital files. We provide easy pick-up of your files and keep you connected with your documents while being scanned.

We can even store your digital files with an easy-to-access web repository, so you can access your files with the click of a button.