



Homestead
SECURE RECORDS



Your Record and Information **SECURITY SOLUTION**

Document management is challenging for businesses. Maintaining legal, regulatory, accounting, and confidential files in an organized, easily retrievable system can be time consuming. It can also become costly to use premium office space for storage.

Homestead Secure Records can assist you with efficiently maintaining your documents with our full-service, records management system. Each carton of files is assigned a unique bar code and stored in our high-security record center. Because of our unique software program, you'll have remote access to track and request delivery of your files whenever you need them. We also offer pickup and delivery of your files direct to your location.

WHAT TO EXPECT:

- Highly secured facility with controlled access to stored records.
- Proprietary software available to remotely connect you to your documents. The software provides automatic delivery confirmation while tracking exact location and status.
- Guaranteed confidentiality, reliability, and security.
- Consulting session includes suggested retention cycles, file organization and management, and enhanced security efforts to aid cost reductions.
- Same day or next day pickup and delivery service direct to your door.
- Certified destruction services.
- Unique computerized bar coding system for efficient management and storage of records.
- Document imaging services.



Ideal For:

Engineering Firms - Insurance Companies - Hotels

Law Firms - Medical Offices - Financial Institutions

Restaurants/Casinos - Title/Mortgage Companies

"The response for the delivery of stored files has usually been within just a few hours. You have 550 boxes of ours and it could take us that much time to find things when they were stored right here. But better than that, the area they were encroaching upon occupied rental floor space costing up to \$687 per month."

John Stewart - Sanderson Stewart

FREQUENTLY ASKED QUESTIONS:

Q. How do I know my documents are secure?

A. Our records facility stands unmarked, with 24/7 recorded video surveillance, electronic gates, and six layers of software and firewall security. Access to and receipt of client documents is restricted to facility owners only.

Q. How do I organize my files?

A. Our staff is experienced and can assist in organizing your files. Generally, your preferred method of labeling and file organization is incorporated into our electronic software for ease in identifying and retrieving your records.

Q. Can I use my present boxes for storage?

A. Yes, however, since boxes come in a variety of sizes, some may require additional space and cost to store. In addition, the quality and condition of the boxes should also be considered to ensure your records are safe during transport and storage. Many clients choose to have their records packed in newer, 1.2 cu ft boxes, eliminating future repacking costs.

Q. How do I control the ever-increasing volume of my stored records?

A. Most business records have a recommended retention cycle that allows for planned elimination of outdated and obsolete files. By simply advising us, or we can suggest a retention cycle, your volume and cost is controlled, allowing storage of only those files most needed in your business.

Q. Should I keep my records or go paperless?

A. With the constant news of company systems being compromised, paper files provide a measure of comfort should you need to reproduce the information. As electronic devices become outdated, so does the ability to retrieve information.

"Because your system is all computerized, when we need a document, we simply call you, explaining which document is needed and presto, you get it delivered within hours! This has had an enormous impact on our operation. We have consolidated all of our storage locations into one so we aren't paying for excess room to store only a few boxes in a location wasting money in the process. The time spent for us to send someone looking through tens of boxes to simply find the information needed has been reduced to zero!"

Jeffrey Swanson - St. Vincent Healthcare



The Global Trade Association For Information Management Companies

