

# ▶ Records Storage Management

**Hardcopy Storage:** Data Dimensions provides a full range of records storage management, and retrieval services. Our Records Management Center, located in Janesville Wisconsin, contains 850,000 cubic feet of secured records storage space to manage and secure your vital information assets.

**Reduce your secure storage costs by up to 50%.**

Data Dimensions outsourced Records Storage Management services provide for a cost-effective solution. In addition to freeing up storage space and staff, you can reduce your storage costs by 25 to 50% through our high-capacity, secure facility.

Data Dimensions' Records Storage Management services provides:

- Fast, 24/7 access via Web, phone, fax, and e-mail.
- Tracking, indexing, & retrieval of your hardcopy records and/or images, at the box, file, or document level.
- Scan-on-demand, giving you flexible options of accessing your records digitally. Upon request, the document is pulled, prepped, scanned, formatted, and transmitted to you and returned to storage, ensuring document access by authorized personnel only.
- Guaranteed, secure transportation by highly-trained personnel of your vital records.
- Long-term solutions, offering archiving capabilities of your vital records prior to destruction.
- Destruction services, giving you the ability to decide if & when documents should be shredded, with options including secure pulp-mastification and certification of shredded materials.
- Industry-expert staff, giving you guidance to your records management and compliance issues, offering strong customer service support.
- Reporting options, allowing you the ability to reduce your time in making key business decisions, with inventory reporting and retention schedules reporting. We offer you the flexibility to change the schedule of documents ready to be destroyed.

Data Dimensions' Records Management Center is a secured facility, with:

- Access to facility with badge only entrance & requires badges be worn at all times. Visitor access with sign in & escort only of secure personnel
- Security cameras & required system lock-down during periods of non-use
- All materials containing PHI and/or PI that are utilized for job instructions and/or quality control examples must be contained in a file folder and/or shredded by proper protocol methods



## **Outsourcing your Records Storage Management provides you with:**

- ▶ A cost-effective, highly flexible solution, allowing you to enjoy up to 50% savings in current costs
- ▶ Compliance of regulatory requirements, such as GLBA, Fair Credit Reporting, SEC, & others including state
- ▶ Safe, secure shredding, ensuring confidential materials remain private
- ▶ Peace of mind, ensuring your shredded records are complete and verifiable with certification
- ▶ Elimination of the overwhelming amounts of paper documents, allowing you room to expand
- ▶ Full redundancy & disaster recovery plans in place, with back up of your data off-site

ddManage

## **BECOME PROACTIVE TODAY**

**To learn how Data Dimensions can help you achieve your goals,**

**Call or visit our website:**

p: 608.757.1100 • tf: 800.782.2907 • [www.datadimensions.com](http://www.datadimensions.com)