



The 3 Best Reasons to Say Goodbye to Your Self Storage Unit

#1: You Are Paying Too Much

When you compare the cost of self storage to our low records storage costs, you'll see right away why we have moved so many clients out of self storage. When you consider the other services we offer, like our document management software, file delivery and pickup, and our high-security facility, your choice is clear.

You may not even need to keep all of the boxes you're storing. We can help you figure out what you have, what you need to keep, and what we can shred for you. There's no need to store documents you no longer need or aren't required to keep.

#2: Time is Money

Have you ever calculated how much it costs for one of your employees to search through your storage unit for a file? Compare that to our affordable delivery service, and it's a no-brainer. Not only that, we track the movement of your files with our comprehensive barcode tracking system so you always know whether they are in your office or in our records center. We deliver, and we pick up. No fuss, no hassle for you.

#3: Your Insurance Doesn't Cover It

Even if you have employees who are happy to go to the storage unit, it's likely that your insurance company doesn't even cover that. Frankly, asking employees to drive their own vehicle to your self storage unit creates a huge liability. You only have to consider traffic accidents and back injuries from lifting heavy boxes and it's already clear that you can't afford to "do it yourself." Let our records management staff deliver files directly to the person who needs them, in as little as one hour, with no risk to your employees or your business.



5 REASONS TO PULL YOUR BUSINESS RECORDS OUT OF SELF STORAGE

Storing confidential records in a self storage unit is an accident waiting to happen. There are just too many uncontrollable factors that impact business productivity and jeopardize client privacy. Here are five good reasons to pull your records out of self storage:

1. Information Security

Not knowing your neighbor is a big problem with self storage. The person renting the unit next to yours may be storing hazardous and combustible items or could be a criminal hoping to steal your documents. Unfortunately, self storage facilities are particularly vulnerable to thefts like this. Recently, thieves in Bellevue, Washington broke into 63 storage units at three different locations.

Fortunately, you have a choice. A top-notch commercial records center offers unparalleled security. These facilities are built exclusively for the storage of paper documents and no hazardous and combustible items are allowed inside. Perimeter fencing around the campus features barbed wire and code-access, monitored gates. Only screened and background-checked records management professionals have unlimited access to the facility. A three-point security system with fences and internal and external surveillance keeps the bad guys out.

2. Enhanced Disaster Protection

Protecting your business records from fires, floods, and natural disasters is just as important as safeguarding them from unauthorized access, but self storage units fall short in the disaster protection category. Most facilities lack the structural integrity to withstand extreme weather conditions, and corrugated roll up doors let in moisture that promotes mold growth, posing a major risk to paper files.

A records center has to meet strict fire protection and building standards, offering enhanced disaster protection. The building is designed for structural integrity to withstand extreme weather. Comprehensive fire suppression systems protect the endless rows of documents from fire and smoke. In-rack sprinklers provide rapid fire suppression in document storage areas, so even hard-to-reach areas are safeguarded.

3. Turnkey Retention Management

Knowing how long to keep your documents—and when to destroy them—is critical for privacy protection and legal compliance. Unfortunately, a self storage unit places the burden of managing and destroying documents all on your shoulders. With commercial records storage, you get a turnkey retention management solution. Your records are tracked with barcode technology and entered into an online database that lets you view, sort and adjust retention and disposition schedules as needed. You will know when records are nearing the end of their lifecycle and have the option of having them professionally destroyed.

4. Cost Savings

Storing your records offsite is cheaper than storing them in-house—except when you use self storage. You always end up paying for space you don't use. At a records center, you only pay for the boxes you store, not the extra space you can't use. Plus, your documents are stored in a high-bay facility where storage density is maximized, lowering your cost.

5. Optimized Efficiency and Convenience

Think self storage is convenient? Think again. Every time a file is needed, you have to drop what you're doing, drive to your unit, and dig through stacks of boxes. Think of the dangers this could pose, and the worker's comp liability, if a box should fall on someone, if there is a back injury, or even if there is an auto accident traveling to or from the unit. Imagine if you could order that file online and have it hand-delivered or sent electronically instead. That's what you get with a records storage service.

[Infoshred Records Storage Division](#) provides records storage solutions for Southern New England businesses. For more information, please contact Scott Cremens at scremens@infoshred.com or 860-627-5800.