



# Your key to secure **information management.**

## Records Storage Services

### Document Storage

A secure alternative for storing and managing business records, healthcare records, and valuable hard copy paper materials.

### Vault Storage

A climate controlled environment for back up media, microfilm, and microfiche.

### Retrieval & Delivery

Our professional staff provides customers with on-call access to their materials.

### Tracking

Infoshred uses the latest bar code technologies to identify the location and track the activity history of all containers.

### Retention Schedules

Infoshred manages customer determined retention plans.

### Private Viewing Room

Convenient access to your files.

### Additional Storage Services

- Custom Data Entry Schemes
- Storage Containers
- Reporting
- Faxing & Duplication

**I**nfoshred's secure archive center is located adjacent to our shredding plant. Our 12,000 square foot facility has the capacity to store 100,000 boxes as well as 1,000 square feet of climate controlled vault storage.

**We maintain a consistent, high-level of security in both our storage and destruction business, including closed circuit video, monitored alarm systems and access controls.**

## Our System

### Initial Pick Ups

All containers require a unique bar code. Bar code labels are supplied by Infoshred and must be attached to the front of each container. The bar code numbers are customer specific and allow Infoshred to track and maintain the location of your container through the entire transportation process. Prior to the loading of the containers into the Infoshred truck all container bar codes are scanned with our PDT3100 data wand. This allows Infoshred to verify both the bar code identifier as well as the total number of containers for pick up. Additionally Infoshred will print a receipt summarizing both the bar code numbers and total number of containers.

### Archive Center Procedures

Upon arrival at Infoshred's secure archive center, the Infoshred driver will unload his vehicle and place all containers into an incoming holding area. To verify their arrival the containers are scanned into this area using the PDT 3100 and the location and bar code number are down loaded into our RSSQL database. The record center operations team then data enters any relevant fields including alternate container identification and destruction date. Additional data entry fields will be keyed at the customer's request. After all data entry is completed the containers will be placed on the storage center racking system and scanned using the PDT 3100 into the rack location. This information is down loaded into RSSQL and the containers are maintained in that location until the customer requests them.

### Retrievals and Deliveries

As our standard service, Infoshred offers next day delivery for all retrievals called in by 3:00PM. Container ID Number and/or Alternate ID Number must be provided for all retrieval requests. Customers can also request files for retrieval by supplying the Container ID Number and file description. Items are removed from their locations and scanned into an outgoing holding area. The Infoshred delivery personnel verifies the items to be delivered using the PDT3100. The items are transported to your facility, scanned as delivered and a receipt is printed as proof of delivery. These steps ensure that the items requested are the items delivered.



# 2 secure facilities under 1 roof

## Transportation

- All materials are transported by Infoshred personnel in a secured truck.
- Infoshred vehicles are equipped with a GPS vehicle tracking system.

## Facility

- Infoshred occupies a 25,000 square foot facility in South Windsor, CT. The facility is partitioned into two unique business units. A 13,000 square foot information destruction facility and a 12,000 square foot archive center.
- The two facilities are separated by a 2 hour rated firewall and are only accessed by locked, alarmed internal entry points.

## Security System

- Infoshred's building is equipped with a monitored Sonitrol alarm system.
- Infoshred uses both microphones and motion detectors to monitor our facility.
- Infoshred is equipped with closed circuit video equipment, and all entry points are secured with an access control system.
- All employees sign a confidentiality agreement, pass a drug screen and have third party background and credit checks.
- All visitors must be accompanied by an Infoshred employee at all times, and identification must be verified before they are permitted in either the archive center or the shredding plant.

## Fire Suppression

- Infoshred has a Sonitrol monitored fire suppression system that meets all NFPA requirements for high density record storage.

## RSSQL Record Center Management Tool

Infoshred has invested in RSSQL by O'Neil Software Inc. RSSQL allows Infoshred to track a container or any other item in our archive center, to the shelf, from the shelf, to the delivery vehicle, to the customer site and back again.

Every step of the way Infoshred knows the date and the time each action occurs. We even have the ability to determine who completed the work. RSSQL allows Infoshred to share all relevant reports with our customers.

These reports include but are not limited to: all containers currently out; all containers scheduled for destruction; containers added; containers retrieved; containers refiled; containers permanently removed; and containers destroyed. RSSQL allows Infoshred to maintain the integrity of your information through every step of the storage process.



Founded in 1993, Infoshred is a leading provider of secure document management services. The company is a founding member of NAID, the National Association of Information Destruction, and is rated "AAA" certified, the highest possible rating for security, compliance and customer service. Infoshred is certified by the State of Connecticut as a Minority/Woman-Owned Business and complies with all local, state and federal requirements including the Gramm-Leach-Bliley Act and the Health Insurance Portability and Accountability Act (HIPAA).