

# Off Site Records Storage & Management Services

*Secure Facilities*

Your records are **Managed, Secure** and **Accessible** with National Records Centers, Inc. (NRC), a network of independently owned records storage and management companies. Servicing North & Central America, we provide standardized services, single billing and volume pricing. In every market we serve, we are dedicated to lead the industry with the highest standards and ethics.

*Quick Access*

**Storage Facilities**  
NRC's off-site storage facilities are monitored with security systems, have controlled access, are equipped with fire protection/detection systems and are constructed with fire-resistant materials.



*Barcode Tracking*

**Service Capabilities**  
NRC's friendly and knowledgeable service staff will be responsive and provide you with quick access to your records. Individual files or boxes of files requested are routinely delivered the same day.

**Data Storage & Services**  
NRC offers climate-controlled vault storage for your critical computer media. Daily, weekly or monthly backup rotation schedules, customized to your needs, are developed and implemented to protect your business.

*Destruction Services*

**Destruction Services**  
NRC offers complete confidential records and computer media shredding and pulverizing services on a regularly scheduled basis or as needed. For high security needs, "on-site" destruction services are also available including certificates of destruction.

**NRC companies provide off-site document storage and management services to more than 10,000 companies throughout the United States, Canada & Central America.**

**NRC's off-site document storage facilities are:**

- Located in over 130 major Markets
- Protected with fire suppression and detection systems
- Accessed only by authorized personnel
- Monitored 24 / 7 / 365

*Web Access*

**Consulting Services**  
We will work with you to identify your specific records management and retention needs. After evaluating your goals, we will develop and implement a cost-effective records management solution tailored to your organizational needs while ensuring regulatory compliance.



*Consulting Services*

**Web Access**  
You can access your records inventory and place service orders directly from a web enabled interface from your desktop.



*Off-Site Work Areas*