

# 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.

## *Quick Access*

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.

## *Barcode Tracking*

### **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.



## *Consulting Services*

### **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.

**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

## *Destruction Services*

## *Staffing Services*

### **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 compliance with regulatory compliances.



## *Web Access*

### **Destructions 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.