



- **Business Overview**

Dupont Business Archives is an off-site records storage facility that is prepared to assist you with all of your business records needs. We provide professional management and storage of hard copy paper documents, microfilm, and computer media. Your records are highly secure but accessible 24 hours a day, 365 days a year.

- **Value Added Services**

- Carton Sales
- Box Description Input
- File Retrievals
- Interfiles
- Destruction / Shredding of Records & Media
- Climate Controlled Vault
  - Computer Backup Tape Storage
  - Fully Integrated Disaster Recovery Participation
- Document Scanning / Imaging
- Custom Reporting
- Client Review Room
- On-site Records Preparation
- Photocopying and Faxing Services
- Nationwide Shipping
- Records Management Consulting
- National Records Center (NRC) Affiliate

**DUPONT BUSINESS ARCHIVES**

**800-684-6653**

**[www.dupontarchives.com](http://www.dupontarchives.com)**