



Records Management

RECORDS CENTER SERVICES INCLUDE

- Secure, high density storage
- Visual Corporate Keeper software tracks all records or media stored in our facility
- Barcode scanning for inventory tracking, retrieval and reporting
- Paper and media destruction ensures compliance with records retention policies

OTHER SERVICES

- Hard copy record storage
- Legal document storage
- Medical document storage
- Business document storage
- Same day in-state document delivery
- NAID certified document shredding & destruction
- Document scanning and imaging
- Document recovery and restoration services
- High density shelving systems

FAST, RELIABLE RECORDS MANAGEMENT AT YOUR FINGERTIPS

Our custom-designed records storage facility is a 1.2 million cubic foot, 36,000 sq. ft. state of CT approved commercial records center. A best in class NFPA 13-compliant fire protection system, combined with the latest high density storage systems, provides safe, secure protection for your business records. Barcode scanning allows fast and easy retrieval of your documents and provides comprehensive reports for file management.

Our single use, owner-occupied facility is conveniently located in central CT with easy access to I-84, I-691, and I-91 as well as numerous secondary access highways for servicing our clients throughout Connecticut, Massachusetts, Rhode Island, and New York. Dupont Archives' security includes infrared motion detection, digital CCTV, door access control throughout and 24 hour central station monitoring of fire, sprinkler, and security systems.

CALL TODAY 800.684.6653 for a free consultation and to find out why the time to switch is now. At Dupont Archives the box stops here.

www.dupontarchives.com

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