



# Confidential Records Management, Inc.

## Document Imaging Services

In business, image is everything. In document management, imaging is a cost effective alternative. You can have picture-perfect digital images at your fingertips. Let Confidential Records Management, Inc. give your document management a new image.

### Benefits

- Cost-effective
- Long-term technological compatibility
- *NO* hardware or software to buy
- *NO* licensing fees to pay
- *NO* risk of owning outdated equipment or software
- *NO* risk of vendor ending support

### Security and Confidentiality

- 24-hour security
- Climate and humidity control
- Fire-rated vault storage
- 24/7 access to records for clients
- Pickup and delivery by bonded courier
- Bonded, professional staff
- Smoke-free facilities
- Locally owned facilities in North Carolina
- All work performed in New Bern corporate office

### Services

- Imaging of paper documents
- Conversion of microfilm to images on disc
- Conversion of optical disc data to TIFF group 4 format on disc
- Single or multiple conversions
- Back-file or periodic conversions
- Budget-friendly programs for short-term and long-term needs

### Features of Digital Storage

- Indexed CDs/DVDs
- Compatible with PCs/networks using Microsoft Windows
- Unalterable file format
- Legally binding records
- Approved for courtroom use
- Retrieve, view, fax, e-mail, and print records
- Copy files to hard drive or server
- Store original disc as disaster recovery backup