



Confidential Records Management, Inc.

Records Management Services

Affordability. Accessibility. Security. A proven record. Confidential Records Management, Inc. offers clients the best in records storage and management. We understand that timely access to information and efficient management of records are key to the success of our clients in any market—education, financial, government, healthcare, insurance, legal and accounting, manufacturing, or retail.

Features

- Closed records storage
- Active or less-active records management
 - Specialized indexing
 - Open shelving options
 - Computerized off-site inventory listings
- State-of-the-art bar code container and file tracking
- Records retrieval and refiling
- Detailed off-site storage purge reports
- Retention schedules
- Scheduled collections
- Discount storage for printed forms and supplies

Benefits

- Cost-effective, scalable programs
- HIPAA-compliant service
- Development and implementation of records management program
- Consultation services

Storage and Archiving

- Paper documents
- Microfilm
- Microfiche
- Optical disc
- Magnetic tapes
- X-rays
- Healthcare records
- Digital records

Security and Confidentiality

- 24-hour security
- Climate and humidity control
- Fire-rated vault storage
- Network firewall security
- 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