



Given recent legislation, it is certainly clear that companies need to better manage their records. Management oversight of corporate record's policy is imperative. Access Information Management's service can bring solutions.

We are compliant with:

- HIPAA
- Gramm Leach Bliley
- Economic Espionage Act
- Fair and Accurate Credit Transaction Act
- Sarbanes Oxley

DOCUMENT MANAGEMENT SOLUTIONS

Companies large and small including law, medical, accounting and architecture firms, banks, brokerage houses, non-profits and other organizations have entrusted their business-critical document management to us. Here are a few reasons why:

DOCUMENT STORAGE

- ◆ Thousands of square feet of storage space, even the most demanding document storage requirements can be accommodated.
- ◆ Our facility features 24/7 state-of-the-art security and the protection of comprehensive fire suppression systems.
- ◆ Customized shelving allows for the storage of all size boxes.
- ◆ Each storage container and shelf location is assigned a barcode number, assuring 100% accurate tracking and monitoring.

DOCUMENT SHREDDING

- ◆ On-site and off-site destruction options.
- ◆ Services include carton shredding and bin rotation programs.
- ◆ Locked disposal containers for secure collection.
- ◆ Employees are 100% bonded and we ensure complete control and tracking of materials from retrieval through destruction on site, or in our own facilities.

IMAGING

- ◆ Reduces storage space and costs.
- ◆ Imaging software and high speed scanners to handle any volume.
- ◆ Customized indexing/OCR option to facilitate search and retrieval.

ONLINE BACKUP

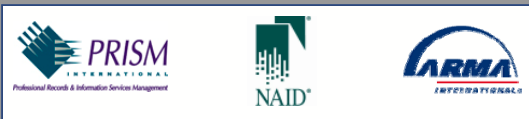
- ◆ State-of-the-art, 256 bit AES file encryption.
- ◆ Restoring files can be done anywhere, anytime with just a few clicks of a mouse.
- ◆ Logs and reports let you know what was backed up, when it was backed up, and how much storage space you are using.
- ◆ Backup multiple computers within one main account for simple account maintenance and data recovery.

Simplifying Document Management



- Document Storage
- Shredding
- Imaging
- Online Backup

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Document management solutions that work for your business.

AT ACCESS INFORMATION MANAGEMENT WE AIM TO PLEASE!

Businesses have a legal and ethical responsibility to keep sensitive customer and employee information from falling into the wrong hands.

DOCUMENT SHREDDING



As a business, you have a legal as well as business responsibility to your customers to maintain confidentiality and ensure complete destruction of sensitive documents. When information is no longer needed Access provides a secure and discreet means of document disposal. Your documents are in our care from beginning to end and the chain of custody is never broken.

Access's paper recycling program also means that in addition to meeting your business and legal obligations, your company will also be demonstrating responsible environmental recycling policies.

Secure Shredding Features:

- Options include plant based or mobile shredding.
- All vehicles equipped with GPS Tracking devices.
- On-site placement and scheduled rotation of security consoles and bins.
- Management of one-time purge and destruction of records
- Programs to ensure our clients meet regulatory compliance such as FACTA, HIPAA and Gramm-Leach-Bliley.
- Highly trained staff to ensure confidential and secure handling of records.
- Records center destruction fulfillment to follow our clients' retention schedules and policies.
- Certificate of Destruction provided for every destruction project.

DOCUMENT STORAGE

Access understands that it's not enough for us to protect, preserve and maintain your organization's critical information - you must be able to access it at a moment's notice.



Access's technology offers superior controls to ensure the security of your documents and data:

- Bar code tracking technology.
- Laser scanning throughout pickup and delivery.
- Detailed access and user reports.
- Secure Facilities for Total Document Protection.

Access's facilities utilize the most advanced systems to prevent damage, theft and unauthorized access to your files.

- Climate controlled storage for electronic media, film, and data archives.
- Leading edge fire protection, video surveillance and intrusion detection systems.
- Identity verification for all visitors.
- 100% bonded employees undergo extensive background checks and sign confidentiality agreements.
- Get the files you need, whenever you need them, 365 days a year, 24/7.
- On-Demand, Same-Day Dispatch, or Next Day Delivery & Pick Up.
- Customized contracts for flexible, cost-effective solutions.

Contact us to hear about our monthly storage specials.

AIM DATA BACKUP

Access's online backup, AIM, is powerful yet simple to use. Our application comes equipped with encryption backup tools with interface design to be used by anyone in any size organization.

- Backup files are encrypted using state-of-the-art encryption backup methods and stored in our secure online data backup centers.
- Perform a secure online data backup of critical Microsoft Exchange and SQL databases using robust file encryption.
- Setting up your data backups is flexible. Choose what to back up by folders or by file types. With unlimited backup sets you have complete control over your backups.
- Backed up data is useless if it can't be restored quickly and easily. With Access, restoring files can be done anywhere, anytime with just a few clicks of a mouse.
- Access's logs and reports let you know what was backed up, when it was backed up, and how much storage space you are using with an automated email notifications on every successful backup.
- Need to backup more than one computer or more than one office? Access allows you to backup multiple computers within one main account for simple account maintenance and data recovery.

DOCUMENT IMAGING

Access can convert your paper files painlessly with digital imaging. You can reduce the overhead associated with maintaining and managing volumes of information in paper form. Our seamless conversion minimizes the time and effort in retrieving and utilizing archived information. We have digital imaging solutions for total compatibility at every level.



Access can:

- Scan and index your documents and materials.
- Create searchable indexes that are intuitive and user-friendly.
- Download or print files from your primary IT system, index into database, and store the information on your media of choice, for ease of use.

WE WORK WITH A DIVERSE CUSTOMER BASE. HOW CAN WE HELP YOU?

To learn more about our complete records and information management solutions visit us at www.AccessYourDocs.com.

For custom, integrated solutions designed for the way you do business, Access's Digital Imaging services will meet your needs and your budget.