



DATA SHEET

SECURE DOCUMENT SHREDDING

Why Is Shredding Critical?

From the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Gramm-Leach-Bliley (GLB) Act to the Fair and Accurate Credit Transactions Act of 2003 (FACTA) and Sarbanes-Oxley (SOX), companies must be compliant and protect their information. If discarded improperly, confidential documents can be used to steal the identities of employees or customers, provide competitors with vital records, and threaten the integrity of a company.

Bin and Console Rotation Program

Archive Systems provides a scheduled shredding service designed to meet your needs for document collection and destruction. This comprehensive service adheres to records retention requirements and compliance regulations, and includes numerous checks and balances to ensure accuracy and security.

The Bin and Console Rotation Program allows for sensitive documents to be inserted into locked security containers that are placed in specified office locations. Whether through a scheduled rotation or on-demand, the Archive Systems uniformed team transfers the contents to Archive Systems facilities where they are loaded into an industrial-grade shredder and pulverizer for destruction. You'll receive printed receipts during pick-up and drop-off as well as a Certificate of Destruction upon completion. Throughout this process, your confidential documents remain safe and are handled only by our bonded personnel.

Archive Systems offers cost-effective solutions for the shredding of sensitive documents, ensuring that business records are destroyed safely off-site in a secure, confidential, and properly monitored facility.

SECURE DOCUMENT SHREDDING

One Source, One Solution

From business records storage and document shredding to Webbased image hosting and document conversion, Archive Systems is your single source for business process efficiency and business continuity.

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SERVICES & BENEFITS

Cost Effective

Years of specialization combined with high document volumes helps Archive Systems achieve increased efficiencies and a lower cost of operation.

Security

From locked containers and a barcode tracking system to bonded personnel and protected facilities, Archive Systems focuses on security throughout the entire document destruction process.

Flexible

Container collection can be scheduled weekly, monthly, quarterly, annually or on-demand.

Compliance

Archive Systems' Certified destruction service meets records retention requirements and compliance regulations.

Certified Destruction

Certified destruction is handled within 48 hours of receipt. A Certificate of Destruction is presented after shredding is completed.

Environmentally Friendly

Shredded documents are baled for recycling.

Non-Paper Materials Destruction

Collection and certified destruction services are also available for non-paper materials such as X-rays, blueprints, cartridges, microfilms, computer disks, CDs, DVDs, videos, and more.

Security Containers

There are three Security Containers to choose from depending on your requirements. Each one features a unique barcode that enables its movement to be quickly tracked and validated. In order to ensure complete privacy, the containers can only be unlocked and opened by Archive Systems' uniformed team.



Personal Desktop Console (PDC)

- Holds up to 30 pounds of paper
- Dimensions: 16.75" w x 12" d x 13.25" h



36" Office Console

- Holds up to 100 pounds of paper
- Dimensions: 22.75" x 15.75" x 36" H



65 Gallon Bin

- Holds up to 250 pounds of paper
- Dimensions: 29.5" L x 23.25" W x 40.25" H