

records management records management made easy.

Feeling boxed in?



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can
do
that!



Think outside the office with off-site document storage.

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What Is Records Management?

The practice of storing, classifying, archiving, preserving, and destroying records.

Who Needs Records Management?

Every organization! Federal, state and industry-specific governing bodies have requirements pertaining to the retention of critical documents. The question isn't if you need to manage essential records, but rather how you can do so in the most efficient and economical way.

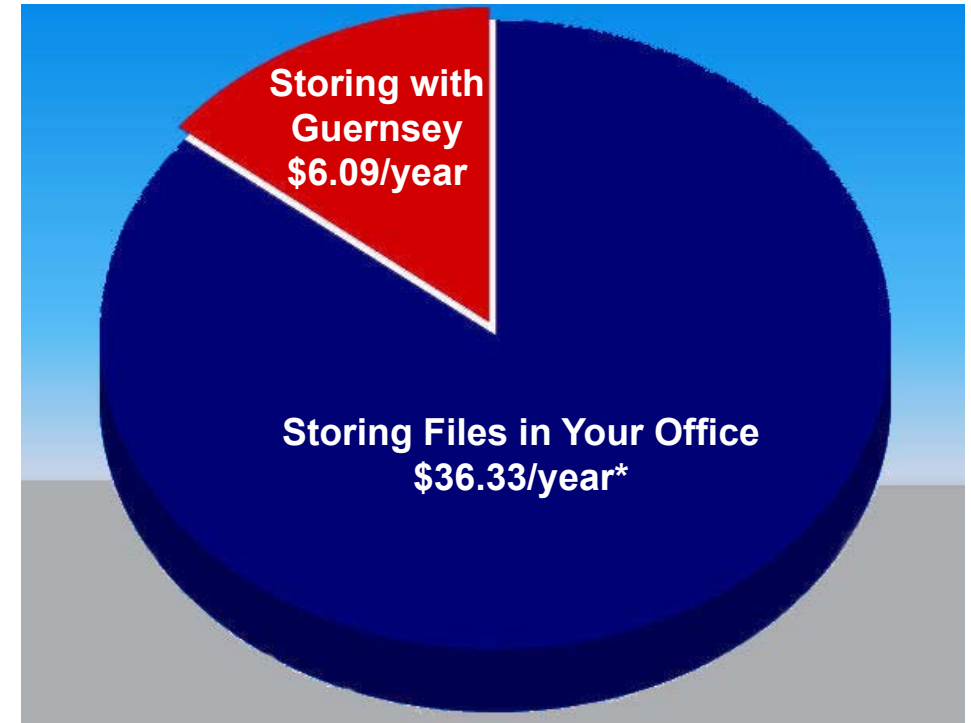


Why Consider Off-Site Records Management?

- ◇ **Office space is expensive.** If you're storing documents in leased office space at prevailing market rates, you may not be making the best use of your investment.
- ◇ **You need more room.** Growth is good! If you are outgrowing your office space, you need to leverage that space for running your operations, instead of storage.
- ◇ **You want to save money on furniture.** Filing cabinets are essential for organizing and storing documents that need to be accessible at a moment's notice. Why invest in furniture to store "passive" documents that rarely need to be reviewed?
- ◇ **You want assistance in organizing and indexing files.** Searching through disorganized boxes of records can be a frustrating waste of time and energy.
- ◇ **Using "self storage" facilities can be a hassle.** Unmanaged, self storage sites require your staff to deliver, store, search, and retrieve documents as necessary. This can be labor intensive and result in lost productivity.
- ◇ **You want to improve the appearance of your office.** Boxes of documents can give your office a cluttered, unsightly appearance.

Store Records with Guernsey and Save Over 75% a Year!

Records Management Cost Comparison



*Based on \$30.00 per square foot office space, using one vertical file cabinet.

Guernsey's Records Management Program Benefits Include:

- ◇ A fully-managed solution at inexpensive warehouse prices.
- ◇ Access to your records inventory at our facility or delivered to your office when and where you need it.
- ◇ A reference center at our facility affording you the privacy to copy, fax, scan, e-mail, shred and safely dispose of your documents.
- ◇ On-demand reporting for up-to-date information on your records.
- ◇ Secure handling and safe storage of your most important documents.
- ◇ Efficiencies gained from using a single source for all of your office needs. (Office supplies, IT supplies, paper, furniture, coffee & beverage services, promotional products and records management)
- ◇ A name you can trust to provide professional services for your office.

Our Records Management Features O'Neil Software.

O'Neil is the industry leader in barcoding technology and systems deployed for organizing, tracking and managing inventory control of archived records. Our investment in this software, including staff training at O'Neil University, enables us to offer you the highest quality performance in records management.

We Can Do That!