



**At R4 Services, our goal is to provide comprehensive storage and management of your organization's information assets. This extends beyond retrievals, refiles and rotations. Our value-added services deliver additional tools to reduce costs, headaches and lost productivity.**

## CONSULTING

- ■ ■ We can assist your organization in reviewing an existing records and information management (RIM) program, or work with you to establish and implement a RIM program.
- ■ ■ We can recommend changes to organize your facility for storing, tracking and managing your records to achieve optimum results.
- ■ ■ We can educate your staff on proper records and information management practices and provide the tools necessary to ensure program success.

## DISASTER RECOVERY

- ■ ■ In the event of disaster, emergency service is available 24/7/365 to restore your organization's vital computer system and ensure you resume business quickly.
- ■ ■ State-of-the-art systems and properly trained staff ensure your materials will not fall into the wrong hands.

## MEDIA ROTATION

- ■ ■ We work with you to develop a customized schedule to rotate your backup tapes on a daily, weekly or monthly basis.



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 or 888 SEE FILE  
**F:** 773 843 3910  
[WWW.R4SERVICES.COM](http://WWW.R4SERVICES.COM)

## R4 SERVICES DELIVERS:

- Records Storage
- Vault Storage
- Destruction Services
- Records Indexing
- Media Rotation
- Document Scanning
- Consulting Services
- Disaster Recovery

## INDEXING SERVICES

- ■ ■ R4 can index your records for you at many levels:
  - 1. File Level:** For boxes packed in alphabetical or numerical order, we can capture the first and last file in the box and enter the information into the box's description field of our database.
  - 2. Detailed File Level:** Individual files within the box can be entered into our database for simple identification of records.
  - 3. Box Level:** We can capture the contents noted on the outside of your box and enter this information into the description field of our database.
- ■ ■ We can prepare, index and pack boxes at your facility or index them at the R4 service center for a complete and accurate inventory.

## REPORTS & INVENTORIES

- ■ ■ We can provide an inventory of your documents in several different formats including hard copy, email or on CD.
- ■ ■ You are able to customize reports to fit your requirements.

## SCANNING/IMAGING SERVICES

- ■ ■ We offer secure, efficient and immediate online access to document images stored off-site.
- ■ ■ We can scan your documents and provide instant access to them with your desktop and Internet browser.
- ■ ■ Document searches and indexes are available through multiple criteria. Zoom, pan or rotate your document for better viewing.
- ■ ■ Notes, reminders and flags may be added to documents and saved before printing.
- ■ ■ We offer scanning of documents for in-office use and retrieval viewing software that can be networked or used on a stand-alone workstation.

## VIEWING ROOMS

- ■ ■ Representatives from your organization are welcome to make use of our viewing rooms to review boxes.
- ■ ■ Computer and Internet access, phones, fax machines and photocopying services are available in our viewing rooms.

## ACTIVE MEMBER OF

- ■ ■ ARMA International
- ■ ■ Professional Records & Information Services Management (PRISM)
- ■ ■ National Association for Information Destruction (NAID)