



Regulatory guidelines, privacy concerns, growth of information—today's business environment makes it increasingly important for companies to properly destroy their information assets. With R4's Destruction

Services, you can be confident that your organization's records will be disposed of securely and confidentially.

ONSITE, OFFSITE, ON-DEMAND SERVICE—YOU DECIDE

R4 offers onsite and offsite shredding services to provide you with flexible options that best meet your business needs. Service can be scheduled daily, weekly, monthly, or as required. An R4 Representative will work with you to create a customized service plan. With this plan in place, R4 will:

- ■ ■ Install locked, tamper-proof containers at your location for disposal of all sensitive materials.
- ■ ■ Collect material to be shredded and securely transport it for disposal. A receipt of items received will be issued at the time of collection.
- ■ ■ Confidentially shred the material under the supervision of insured employees.
- ■ ■ Bale and ship the shredded material to be converted into new useable products.
- ■ ■ Issue a Certificate of Destruction upon completion of the destruction process.

HIGHEST DEGREE OF SECURITY & CONFIDENTIALITY

R4 Services is devoted to providing you with the highest degree of security and protection for your sensitive information. Our staff is trained in proper procedures and we have invested in state-of-the-art systems, so you can be confident your materials will not fall into the wrong hands.

- ■ ■ All documents are securely transported in R4 vehicles.
- ■ ■ R4's facilities are completely enclosed.
- ■ ■ 24/7/365 closed circuit surveillance systems are in place and closely monitored.
- ■ ■ Centrally monitored security system
- ■ ■ 24/7/365 locked door policy to control unauthorized access. Visitors to the facility are escorted by an authorized R4 Services employee.
- ■ ■ Witness destruction service onsite, via the web, or a CD can be provided upon request.

THE BEST EQUIPMENT

Ensuring secure destruction of client information means investing in the proper equipment to accomplish the task efficiently, confidentially and completely. With the threat of identity theft and corporate espionage, tossing sensitive employee and client information in the trash just isn't good enough. We're proud to offer clients the best in destruction equipment:

- ■ ■ State-of-the-art Allegheny shredder and baler
- ■ ■ High-security, alarmed vehicles equipped with GPS tracking system
- ■ ■ Tamper-proof, locked paper consoles and bins

KEEPING IT COMPLIANT

Recent corporate scandals and confidentiality concerns make it imperative that proper regulatory guidelines be observed. R4 complies with HIPAA, Gramm-Leach-Bliley, Sarbanes-Oxley, FACTA and all applicable regulations and guidelines and will work with you to assist your organization in its compliance requirements.

ACTIVE MEMBER OF

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



T: 773 843 3900
or 888 SEE FILE
F: 773 843 3910
WWW.R4SERVICES.COM

R4 SERVICES DELIVERS:

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