

Did you know that nearly one-third of businesses that suffer records or data loss due to disaster never re-open? Of those that do re-open, nearly half go out of business within three years.

You need more than simple storage of your paper and media. You require secure, accurate, cost-effective protection and management of your organization's information assets, provided by a knowledgeable company.

Established in 1993, R4 Services offers state-of-the-art document and media storage services, provided with a commitment to 100% customer satisfaction.



## VAULT SERVICES

Our state-of-the-art vault provides storage and services, including daily, weekly and monthly rotation for all types of media:

- computer tapes
- floppy disks
- video /audio recordings
- x-rays
- microfilm
- microfiche

The R4 vault also provides safe storage and preservation of highly sensitive materials including:

- archival documents
- paintings
- business-critical documents such as Disaster Recovery Plans
- books
- photography



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



## DOCUMENT SERVICES

From disaster recovery to efficient management of time and resources, it makes sense to store your documents offsite with R4 Services. By doing so, you will be able to use expensive office space more effectively, save time searching for

documents and improve productivity within your organization. Our professional staff will work closely with you to develop a service plan, customized to your requirements.

## SAFETY AND SECURITY SECOND TO NONE

- Facilities feature the highest level of security during loading and unloading of your information assets.
- 24/7/365 closed circuit surveillance systems are in place and closely monitored.
- Centrally monitored security system to keep your information safe from theft.
- 24/7/365 monitored fire detection system for immediate notification and protection.
- Locked door policy is in place at all times to control unauthorized access. An R4 Services employee escorts visitors within the facility.
- All documents and media are securely transported in locked, GPS-monitored, well-maintained R4 Services vehicles.
- Climate-controlled vault maintains recommended temperatures for media storage of 65° to 68° with relative humidity between 35% and 45% and is powered by an independent HVAC system supported by a back-up generator.
- Vault features FM-200 fire suppression system and electronic keypad entry.

## TECHNOLOGY-BASED SOLUTIONS

- Bar coding provides accurate retrieval, refiling and tracking capabilities, leading to 100% accountability.
- You have total control and access of your account database via our web-based software, InfoKeeper.™ Requests for service or simple tasks such as data entry can be accomplished using this powerful tool. InfoKeeper's centralized database enables multiple sites to access and manage account information simultaneously.

## DELIVERY YOU CAN COUNT ON

- ■ ■ We work with you to develop a custom delivery/pickup schedule that fits your requirements.
- ■ ■ Superior delivery services available 24/7/365.
- ■ ■ Our standard delivery rates apply to same-day delivery requests. Rush service anytime within two hours.

## THE BEST PEOPLE

- ■ ■ Experienced staff of information experts, many of whom have worked with R4 since we opened our doors in 1993.
- ■ ■ All services are conducted by highly trained, insured personnel.
- ■ ■ Employees are uniformed and monitored by GPS technology and Nextel radios.

## KEEPING IT COMPLIANT

- ■ ■ We comply with all applicable regulations and guidelines such as HIPAA, Gramm-Leach-Bliley and Sarbanes-Oxley.
- ■ ■ We work with you to assist your organization in its compliance requirements.

## ACTIVE MEMBER OF

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



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