



# Do Off-Site Records Management Options Have You Confused?

**Let Our Comparison Checklist Help You Decide.**



	<b>Moving &amp; Storage</b>	<b>Mini-Storage</b>	<b>Your Storeroom</b>
<b>Core Business is Records Storage</b>	Yes	No	No
<b>Document Security Guarantee</b>	Yes	No	No
<b>24/7 File Access</b>	Yes	?	No
<b>File Delivery Guarantee</b>	Yes	No	No
<b>Computerized File Indexing</b>	Yes	?	?
<b>Insurance Coverage</b>	Yes	No	?
<b>Employee Background Checks</b>	Yes	?	?
<b>Air Conditioned Storage</b>	Yes	No	?
<b>Boxes Sorted on Metal Shelves</b>	Yes	?	?
<b>Effective Pest Control</b>	Yes	?	?
<b>Track Records Retention</b>	Yes	?	?
<b>File Shredding Services</b>	Yes	?	No
<b>Imaging Services</b>	Yes	No	No
<b>Pay by Invoice</b>	Yes	?	N.A.
<b>90 Day Money Back Guarantee</b>	Yes	No	N.A.



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