

RECORDS STORAGE

Is asking your staff to manage inactive files at an off-site facility wasting you time and money? Packing, listing, transporting and pulling files and refiling in heat or cold, rain or snow can be an expensive proposition and a morale challenge to your business.

Let IRM do the work for you. We provide convenient and secure off-site records facilities that make storing files convenient and affordable. Not only will you get your files faster, but we'll help you reduce costs by replacing your fixed rate storage environment with IRM's state of the art storage centers and free your valuable time while our professional records team manages your files.



Benefits

Reduced storage costs with rates by the box

Convenient delivery and pick-up of records at your office

Safe and secure storage of your records by trained specialists

Up-to-date inventory of all records for fast retrieval time

Web Access - Search and Request Via the Internet

INDIANA RECORDS MANAGERS, INC.



About IRM

We are proud to be Indiana's largest filing supply company and a recognized leader in the records and information management industry. Our specialty is developing custom solutions that enable our customers to control, store and access critical information in a timely manner. In addition to off-site storage, we offer top quality filing systems, media storage equipment, furniture systems, imaging solutions and consultants that solve complex records and information management challenges. With over 30 years of focused dedication, we serve customers in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education, pharmaceutical, and government.



INDIANA RECORDS MANAGERS, INC.

Established 1976

RECORDS STORAGE CENTER

*Working to Maintain Your Records
from Beginning to End*

Save Costs

Are you spending too much? Are you renting a storage area but using only a small portion of a larger space? Are you storing documents that are no longer required? IRM can help you spend less with:

- Rates by the box, so you only pay for what you store
- Managing record destruction and destroying out-of-date files

Convenient

Stop driving out to a storage facility and hauling filing boxes. With IRM records storage, you'll get:

- Records picked up from your office
- Timely delivery of records from our site to yours
- Records securely retrieved and delivered with our 3 hour rush service.

Secure

Self-storage environments are not designed to safely store files for long periods of time. IRM off-site records centers feature:

- Secure managed facilities
- Professional records management staff hired and trained as specialists in the storage industry
- Standards that comply with all government and industry standards

Organized

Do you know what is in every box you've stored? Are you sure its still there? IRM will help you know what is in each filing box, and ensure that the inventory is up to date. IRM services can include:

- Complete inventories of each box
- Managed storage and retrieval activity with up to date box content listings
- 24/7 unlimited access to your records inventory through our web portal

Expertise

Trust IRM to professionally manage your records. We are experts in the full range of records management, from file creation through destruction.

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