

CITY RECORDS MANAGEMENT

A division of



Balancing the need for secure and confidential storage of your business information assets and hard copies of client or patient files with the proper space utilization in your office, often requires off-site storage.

Expensive square footage in your office can be freed up for other uses, while your back-up data files and confidential records are maintained in secure, climate-controlled warehouses, or a media vault.

City Records Management offers complete records storage, management, retrieval and destruction services that are attuned for your business needs.

Among the services we offer are:

Records Storage and Management Services

- ◆ Secure, off-site storage of paper files, boxes of paper records, magnetic media, film, and archival materials
- ◆ Filing system set up that can mirror your in-house filing system
- ◆ Computerized data management system with bar coding for your files that allows you to designate authorized user access and enables fast retrieval when needed
- ◆ Records retrieval when requested, 24 hours a day/7 days a week/ 365 days a year
- ◆ Scheduled, rush or emergency delivery of stored items
- ◆ Digital imaging of paper files
- ◆ Confidential and complete destruction of obsolete files you designate for disposal

Storage Options

- ◆ Convenient, climate-controlled warehouses in Guilford and Forsyth County
- ◆ Vault storage of your back-up digital assets and emergency delivery of these materials if your company experiences a loss of its digital assets.

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Complete Records Management, Storage and Destruction Services

Many files generated by companies, medical and legal practices must comply with confidentiality laws such as HIPAA, and need to be retained for specific periods of time for legal and compliance auditing purposes. Managing the volume of materials in your files consumes valuable employee time and office space.

City Records Management works with its clients to protect confidential files, provide accessibility when required and schedule destruction when files should be eliminated. You identify which individuals have approval to access your information, and the files they may retrieve. Our complete audit trails track the access details for you.

When you need to plan management and destruction of your accumulated files, we pull the materials you no longer need to retain, and securely and completely destroy them. You receive documentation of their destruction and disposal.

From the pick-up of files you need to store off-site, management of secure storage, occasional retrieval and destruction of outdated files, City Records Management manages the details for you. You free up office space and save employee time. We provide you with peace of mind.