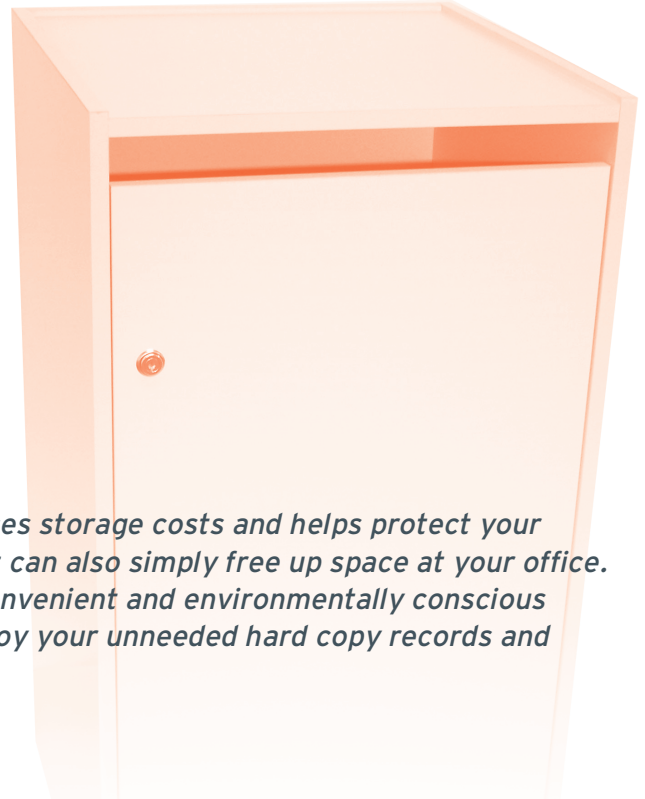




# Destruction Services

## Certified, Error-Free and Confidential

Holding onto obsolete records can be a security risk that wastes space, money and resources. Why put yourself and your firm on the line when there is so much to lose?



*Appropriate records destruction reduces storage costs and helps protect your company from unnecessary liability. It can also simply free up space at your office. FileVault offers a range of certified, convenient and environmentally conscious services to securely remove and destroy your unneeded hard copy records and magnetic or micrographic media.*

### ■ Secure and Confidential

Once you initiate a written destruction request, there are multiple levels of checks, reports and approvals that go into effect. Any file discrepancies are reconciled before any record gets destroyed. We employ two quality control teams to ensure error-free processing. You can also initiate the destruction process using some of the Records Management Software tools we offer. FileVault recycles all shredded material and provides a letter of certification for your records.

### ■ Follows Your Retention Schedule

FileVault can help classify your documents and determine how long to keep them by matching them up to existing corporate policies, legal or tax requirements or ISO 9000 standards.

### ■ Blue Bin or Console On-Site Service

Blue Bins are large, heavy (blue) plastic containers with locked lids that we leave at your organization. Consoles are secure melamine cabinets (of varying size) with a slot for depositing items for destruction. When the bin or console is full, call us and we will pick up the full bin, replace it with an empty one and confidentially destroy the contents. With FileVault, you dispose of unneeded files and documents on an ongoing, as-needed basis.

YOUR RECORDS  
OUR SITE  
ON DEMAND  
SECURE  
BARCODED  
ACCESSIBLE<sup>SM</sup>



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