



Indexing Services

Organizing, Updating and Tracking

How accessible your records are to you can be just as important as how well protected they are. So why would you compromise access to your most valuable asset?

The organization of your files has everything to do with how accessible they are. FileVault is committed to customer-focused records and media protection. Our indexing services can help you track what you're protecting, keep it within legal requirements, update your own database (or get you started on one) and even save you money.

■ **Allows Fast Future Records Retrieval**

Whether in boxes or in a database, proper indexing allows fast access to the exact records you want, when you want them.

■ **Specialists Accurately Index Your Files**

Our indexing professionals are specially trained to organize and prepare your files the right way. We know all the ways you'll need to access your data so your files will practically be right at your fingertips, not lost in a confusing jumble of records.

■ **Helps Determine 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. Plus, you save storage costs and shelter yourself from possible liability.

■ **Can Be Performed On or Offsite**

FileVault's indexing specialists can work with your records already stored at our facilities, or we can work on-site, at your office at your convenience. For boxing, reboxing, labeling, bar coding or even relocating your file room. We also do on-site purges all the time!

■ **Help for Your Digital Records**

Our professional indexers can update your existing database, on any platform, or help get you started with our custom Records Management Software. From there, our software will allow you to track and monitor all your company's files, no matter where they reside, on or offsite.

■ **All Work is Guaranteed!**

If for any reason you are not fully satisfied with the indexing services FileVault provides you, we will correct and re-index your job until you are completely satisfied - no questions asked.

YOUR RECORDS
OUR SITE
ON DEMAND
SECURE
BARCODED
ACCESSIBLESM



839 Exchange Street, Charlotte, NC 28208
ph 704.392.6269 fax 704.395.2699 www.filevaultusa.com