



# Records Storage & Management

Your organization's hard copy records are often its most important assets. Wouldn't it make sense to have them properly protected and managed instead of simply stored?

*There is no smarter way to protect your records than by storing them with FileVault. With dedicated service to the Charlotte area, our facilities are the most modern and secure in the business. From secure, online accessibility to responsive delivery options, our services ensure your records are always safe and sound, while remaining available to you when you need them.*

#### ■ State-of-the-Art Facilities

FileVault will protect and manage your information. From our custom-designed shelving and bar-code tracking procedures to our intrusion protection system, our Records Centers provide comprehensive protection and security. Absolute confidentiality is always upheld throughout the life of your records.

#### ■ 24/7 Online Account Management

Web Access allows secure, 24 hour access to your records, right from your desktop. You can place orders with it, as well as request pick-ups, view inventory, print reports, enter descriptions, and review dates of your records.

#### ■ Prompt Pickup and Delivery

FileVault transports records to and from your office securely and reliably - our drivers are specifically trained to properly handle them. We offer same-day delivery on requests before 11am, and rush service any time. Emergency After Hours service is always available. Uniquely, our team provides time-stamped receipts for your audit trail at the point of service.

#### ■ Full Service Records Management

We provide everything necessary to manage your records efficiently. From our guaranteed boxes and convenient review areas to a variety of inventory management software options, FileVault provides you with comprehensive tools to address any storage need you may have.

#### ■ Our Zero Risk Guarantee

If at the end of six months you are not satisfied with our service for any reason, we'll return your records with a check for six month's storage. No strings attached. At FileVault, your peace of mind means everything to us.

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



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