



GRAPHIC SCIENCES

YOUR PARTNER IN DOCUMENT
AND INFORMATION MANAGEMENT

Get Secure Off-Site Storage For Your Records

Do you have vital records that need safe storage?

- Mortgage files
- Insurance
- Human Resources
- Credit Unions
- Legal files
- Healthcare records
- Or - any other vital records important to your business

Graphic Sciences provides records storage services in a **secure yet accessible** environment. You can store your records off-site with 24-hour / 7 day access to them.

Your records can be open or closed cartons, paper or microfilm or whatever other data media you may have. Our building has secured access and fire protection. We can handle all jobs – large or small. We can provide permanent retention or work with your requirements regarding retention periods and document destruction. We use state of the art bar coding to log in your documents and track their location in an online database.

GSI can set up retrieval methods to meet your needs – from finding a specific carton to finding a specific piece of paper. Your records can be delivered to authorized personnel via fax or e-mail or hand delivered within the Detroit Metro area. Retrieval timeframes can be arranged for 4 hours, same day or next day delivery or pickup.

We can provide records storage as a stand-alone service or in conjunction with our scanning or filming services. Costs are based on pickup and delivery methods, retrieval needs, storage times and size of project.

Low cost, long-term records storage management is available now. [Contact us](#) today to talk to one of our storage experts

We have:

- A secured facility for large or small jobs
- Fire and access protection
- Bar coding for storage location/retrieval
- An online database for tracking



We can provide:

- Customized retrieval
- Document retrieval via Fax, E-mail or Hand delivery
- 24/7 access to your records
- Storage for a variety of media
- Storage for open or closed cartons
- Permanent retention
- Date based document destruction

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