

bringing you

# space

Offsite Information Management Solutions





bringing you  
**space  
& time**

**A total-concept approach to  
managing information**

How much office  
space does your  
business devote to  
information storage?  
And how easy is it  
to access those files  
when you have  
to produce a  
particular record?

In the face of rising  
lease costs and the  
ever-increasing need  
for efficiency in every  
facet of business,

**Golden Archives  
offers you a  
comprehensive  
menu of proven  
record-management  
services.**

*It makes  
"cents" to utilize  
secure, professional  
storage facilities  
which cost a tiny  
fraction of the  
square footage  
expense of leased  
office space.*



# flexible

capabilities

Golden Archives can serve your needs, whether it's for 100 or 10,000 records.

Our secure storage areas and specialized containers are designed to serve virtually all record formats, including:

- audio and video tapes
- computer media
- hardcopy (paper) records
- micrographics and X-rays
- libraries
- files and folders
- active or inactive

# efficient

management

Our electronic tracking system simplifies organization, maintenance, retrieval and destruction.

- On-location barcoding (including the Point-to-Point tracking system from O'Neil) allows precise computer inventory of each container
- Computerized inventory management includes department codes, box description, destruction date, or additional client-specific information



- Computer reporting gives at-a-glance summaries for easier decision-making
- Easy to understand monthly invoicing, detailing account activity
- Certified destruction services (under your direction) allow efficient, verifiable disposal of unneeded documents

You even have the option of adding online access to your records through our website, **goldenarchives.com**.



*Every record container, including those with specific customer markings, are affixed with a Golden Archives bar code for precise computer inventory (including the Point-to-Point tracking system from O'Neil).*





# safe

facilities

Our records management center provides the ultimate in secure facility design, and includes:

- Controlled records access, you specify who can access your records
- Around-the-clock electronic and video surveillance
- Temperature-controlled environment
- Monitored fire suppression systems
- Reinforced concrete structure

# secure

pickup and transport

Golden's own personnel provide efficient and timely courier services in communication-equipped vehicles.

For your added protection we maintain:

- GPS\*-tracked delivery vehicles
- Strict employee confidentiality agreements
- Uniform dress code with picture I.D. for all personnel
- Initial and ongoing substance abuse policy and testing
- Comprehensive employee screening process



# information

management checklist

## Before selecting an offsite records manager, be sure to ask the following questions.

- Is the building owned or leased? Future storage costs could be dramatically affected by lease increases if the building is not owned by the records management company.
- What are the security procedures? Are monitored fire suppression systems installed?
- Is the facility equipped with 24/7 electronic and video surveillance?
- Is the records center located in a safe area and within a reasonable distance from your office?



*The locations of your records are precisely monitored by computer. Records may be accessed by approved personnel 24 hours a day. The secure, temperature-controlled facilities cover more than 1.6 million cubic feet.*

- Is the company actively involved with professional records management associations?
- What are the procedures and costs for indexing, and what types of reports are available?
- Will the records manager sufficiently meet your needs today and in the future?
- What is the company's reputation and how long has it been in business?



*Secure and efficient pick-up and delivery assures that your records are within quick reach. Global Positioning System (GPS\*) tracks the vehicle location while in transit to and from Golden Archives. Our personnel carry a picture I.D. and follow a uniform dress code.*



*\*GPS – Global Positioning System is a satellite based system capable of pinpointing the location of a vehicle at all times.*

***“Golden Archives  
is here to help  
you streamline  
your document  
management  
program, not  
take it away  
from you. We’ll  
design a solution  
that satisfies  
your particular  
requirements,  
not ours.”***

**Todd Winter**  
*President & CEO  
Golden Archives*

Our systems have been designed to give you superior offsite information management, 24 hours a day, 7 days a week, 365 days a year.

With Golden Archives, you can free up your valuable office space for more productive and profitable purposes.

**Let us show you how easy it is.**



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