

DOCUMENT SYSTEMS, INC.

THE FUTURE IN INFORMATION MANAGEMENT...



RECORDS



STORAGE

- Effectively & Securely Store, Access & Manage Records
- Advanced Barcode Tracking—O'Neil Software
- Inventory Internet Access—RSWeb
- Regulatory Compliant
- Detail Indexing
- 24 Hour Access & Delivery

DOCUMENT



SHREDDING

- End of Lifecycle Destruction
- Secure Document Collection Console
- Certificate of Destruction
- Computer Generated Destruction Alerts
- Customized Schedule

MEDIA



STORAGE

- Climate Controlled Vault
- Dry Fire Suppression System
- Media Rotation / Delivery
- Barcode Tracking
- Hardcopy & Magnetic

IMAGE



CONVERSION

- Document Prep, Indexing, & Capture
- Software & Scanner Integration
- High Volume Image Conversion
- Digital Storage / Retrieval Solutions

LOCATIONS

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