

Given recent legislation, it is certainly clear that companies need to better manage their records. Management oversight of corporate record's policy is imperative. AAS Management's service can bring solutions.

We provide document management industry solutions for all businesses, law firms, medical facilities, financial companies and not-for-profit organizations.

## American Archiving & Shredding LLC

Records Storage, Management & Destruction



We are compliant with:

- HIPAA
- Gramm Leach Bliley
- Sarbanes Oxley

*Creating Records is  
Your Business;  
Storing and Managing  
Them is Ours.*

*Call us to  
customize a file  
management  
solution for  
your business!*

**888-600-4014**

We Provide the Following  
Services for Businesses:

- Off-Site Document Storage
- Shredding
- Scanning
- Online Data Backup

For More Information, Contact:  
**888-600-4014**  
[info@yourfilestorage.com](mailto:info@yourfilestorage.com)  
[www.yourfilestorage.com](http://www.yourfilestorage.com)

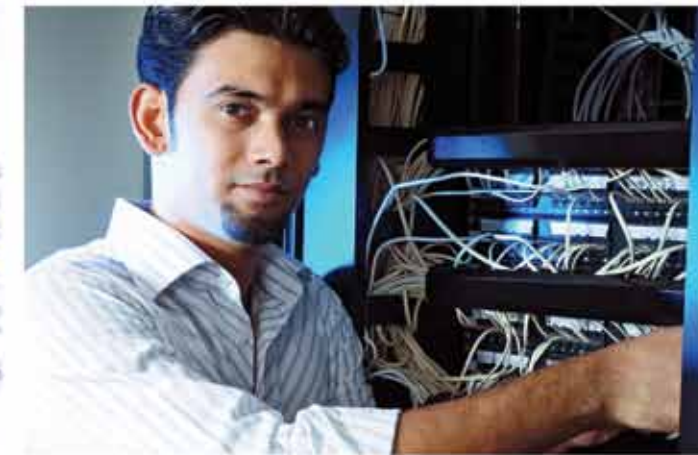
## Document Storage



## Document Shredding



## Online Data Backup



### *Hard Copy Records Management*

American Archiving & Shredding assists you in knowing what you have, where it is, how to access it when you need it, and when to destroy it.

**We store it, We box it,  
We barcode it, We index it,  
We record it, We file it,  
We retrieve it, We deliver it,  
We shred it**

### *Off-Site File Storage Services*

- **Barcode Tracking Technology**
- **Pickup and Delivery**
- **Indexing**
- **Fax/Scan/Photocopy**
- **Shredding**

American Archiving & Shredding ensures that no one knows your business and your clients.

We provide you with the security that your sensitive/confidential materials are destroyed completely.

### *Shredding Chain-of-Custody Security*

- All vehicles equipped with GPS Tracking devices
- On-site placement and scheduled rotation of security consoles and bins
- Management of one-time purge and destruction of records
- Certificate of Destruction provided

## Document Scanning

AAS can convert your paper files into digital images. Let us help you go paperless.

- Scan and index your documents and materials in any format.
- Ability to search quickly for information within the contents of a file.

Our online backup service enables businesses to easily backup, restore, and access their online backup data. Our software automatically and continuously (24/7) monitors selected folders looking for data additions and changes. When a change is detected, it is immediately extracted, compressed, encrypted and then securely transferred to our secure online backup data center.

**Continuous:** Backup online automatically and continuously throughout the day (24/7).

**Convenient & Simple Management:** Manage all backup operations for local and remote servers from one centralized administrator and from any desktop browser.

**Secure & Off-Site:** Your data is always safe. Your files are encrypted using state-of-the-art, 256 bit AES encryption and stored in redundant, secure data centers located hundreds of miles apart from each other.

**Fast Restore:** Files are restored in minutes.

**Economical:** No installation costs and equipment to buy.