



As Kansas City's only locally-owned, full-service records center, Media Services has been providing document management to clients since 1996.

With secure, underground facilities, we offer the full range of records management through five core services: Document Scanning, Records Storage and Management, Secure Shredding and Recycling, Backup Tape Vault, and e-Cycling.

## Document Scanning

When you let us convert your paper files to digital files, you'll see:

- Improved Customer Service
- Faster Workflow
- Better Archiving
- Reduced Liability
- Elimination of Misfiling
- Reduced Storage Costs
- Improved Search Capabilities
- Elimination of Lost Documents
- Improved Access to Records
- Compliance regulations

After we've scanned all of your documents in our secure facility, we store or shred them based on your request.

We can scan all of your documents to save the most space, or we can scan only what you need as you need it with our Scan-on-Demand service.

## Records Storage and Management

Unlike many warehousing facilities, our automated systems track your documents in all phases of the operation.

Tracking begins the moment our bonded couriers pickup boxed data - so you have access to your information 24 hours a day, 365 days a year.

Locations in Lenexa, Kansas and Kansas City, Missouri.

Our bonded couriers can deliver your specifically requested documents within **two hours**.



## Secure Shredding and Recycling

With the **highest rating possible** from the National Association of Information Destruction, we offer a variety of services:

- Shred Consulting
- Pick-Up at your facility
- Locked Containers at your facility
- Bonded Couriers
- Offsite Destruction at our Secure Facility
- Onsite Destruction with our Mobile Shred Truck
- Drop-Off Shredding at our location
- Destruction of Other Media

Once your documents are securely shredded at our zero waste facility, they are responsibly recycled as part of our commitment to the environment.

## Backup Tape Vault

A staple for every disaster recovery plan, our **highly secure, climate controlled media vault** serves as an ideal location to store your backup media

Our bonded couriers pick up your tapes according to your schedule and archive the media using state of the art electronic bar-coding technology.



Facility, Service, and Security Features:

- Underground Storage Facility
- Controlled Access
- Climate and Contaminant Control
- FM200 Fire Suppression System
- Emergency Deliveries 24/7
- Licensed, Armed Security Officers
- Daily Courier Service
- Temperature Controlled Vehicles

## e-Cycling

Our newest service allows you to **go green** – without the hassle. We now pickup and recycle:

- Ink & Toner Cartridges
- Cell Phones
- Laptops
- Cameras
- iPod/MP3 Players
- GPS Devices
- Computers
- Servers
- Terminals/Hardware
- Printers
- Copiers
- Scanners
- Televisions
- Stereo Equipment
- Microwave Ovens

Contact Bob Featherston for more information or to schedule a tour:



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