

# **RecordMax<sup>®</sup>**

## ***Computer Tape Rotation and Environmental Media Storage***

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*Storage and Rotation Programs for  
Back-up Computer Tapes, Cartridges,  
Film, Fiche, VHS, CD, DVD or Other  
Environmentally Sensitive Data or  
Information Assets*

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## SECURE AUTHORIZATION LISTING GRANTS ACCESS TO DATA

- ✓ Control Access to Your Media or Data
- ✓ Limit Requests to Specific People
- ✓ Implement Additional Password Security on Top of Just a Voice
- ✓ Use This Form for Updates When New People Join Your Team or When Others Leave the Organization
- ✓ Make Access Levels Across the Board, Restrict by Department(s) or by Item

**RecordMax Access Authorization Listing**  
For Retrieval of Confidential Customer Information

**RecordMax**  
INFORMATION STORAGE AND MANAGEMENT

Customer/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Access No: \_\_\_\_\_

Acting as the primary representative for the above named corporation, entity, I, \_\_\_\_\_ do hereby authorize that the person named below shall have access to assume the information authorized to RecordMax Challenge, LLC ("RMC") for storage and an affidavit to request further services on behalf of the organization. I understand that all information stored in RMC contains or consists of confidential, proprietary information and that RMC will use its best efforts to verify and secure the information that may be stored in RMC and authorized on this form in the past, present or future shall enjoy the right to access confidential business information. For further information, please contact your local business unit representative.

Access to Customer Information will be provided only to the following Authorized Individuals:

First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____	First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____
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First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____	First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____

Primary Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Primary Customer Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## EVERY ITEM HANDLED IS PROPERLY TRACKED

- ✓ Premium Symbol Handheld PCs and Barcode Readers Track Every Movement of Items in Storage
- ✓ Tapes Can Be Tracked In or Out of Containers or Rack As Filed/Retrieved
- ✓ Tapes/Containers Are Scanned In & Out of RecordMax for Accountability
- ✓ Unparalleled Accuracy and Complete Audit Histories
- ✓ Enhanced Compliance and Reporting



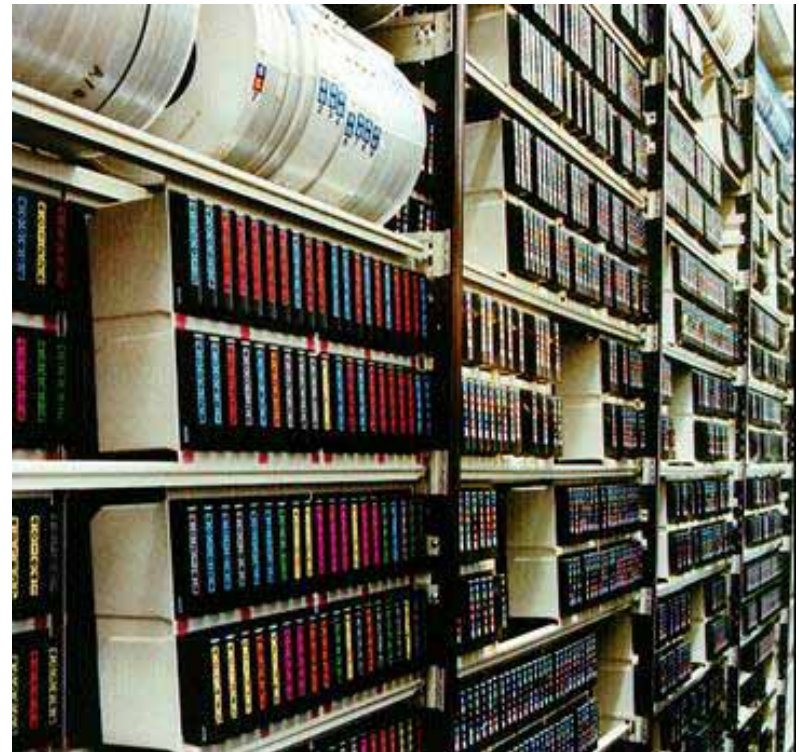
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## OFFERING THE RIGHT FACILITIES

- ✓ Protection Against the Elements
- ✓ Designed Specifically for Storage of Information Assets
- ✓ Strategic Offsite Redundancy for Vital Corporate Data
- ✓ Clean & Organized Environment
- ✓ Tracking & Accountability
- ✓ Leveraged Cost of Space Within High-Volume Racking Systems



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## VERSUS OTHER CHOICES

- ✓ Lack of Redundant Offsite Location
- ✓ Lack of Proper Environmental Controls
- ✓ No Audit Trail or Electronic Check-in, Check-Out History
- ✓ Defined Tracking and Proper Access Controls
- ✓ Susceptible to the Same Threats that Impact the Local Office Environment



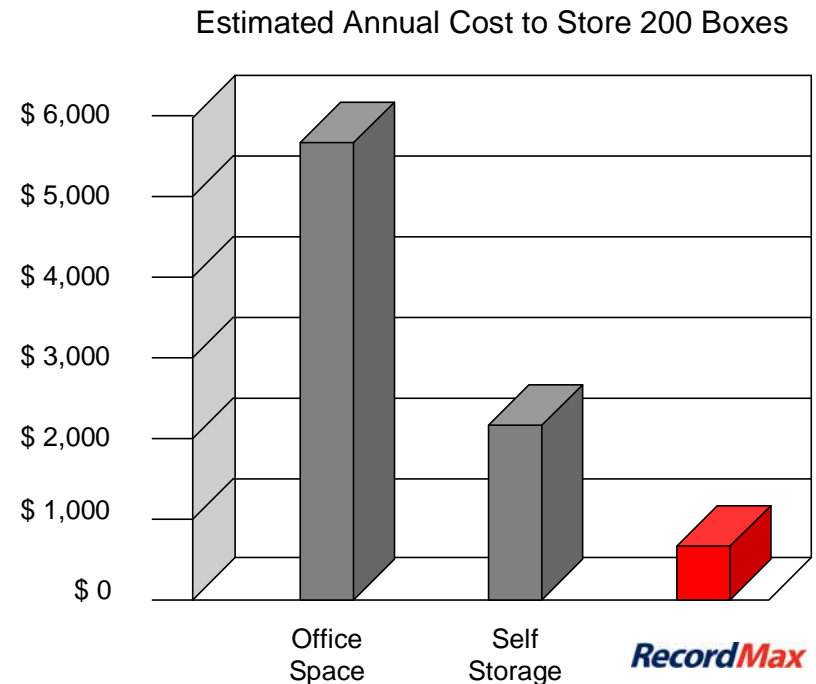
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## TYPICALLY A LOWER COST

- ✓ Lowest Incremental Storage Rate Based on Per Container or Tape Fee
- ✓ Comparison of Alternatives
- ✓ Reduce Unnecessary Shelving Expense for Offsite Location
- ✓ Minimal Interruption/Distracton
- ✓ Lower Costs for Audits & Tracking
- ✓ No Need for Additional Equipment



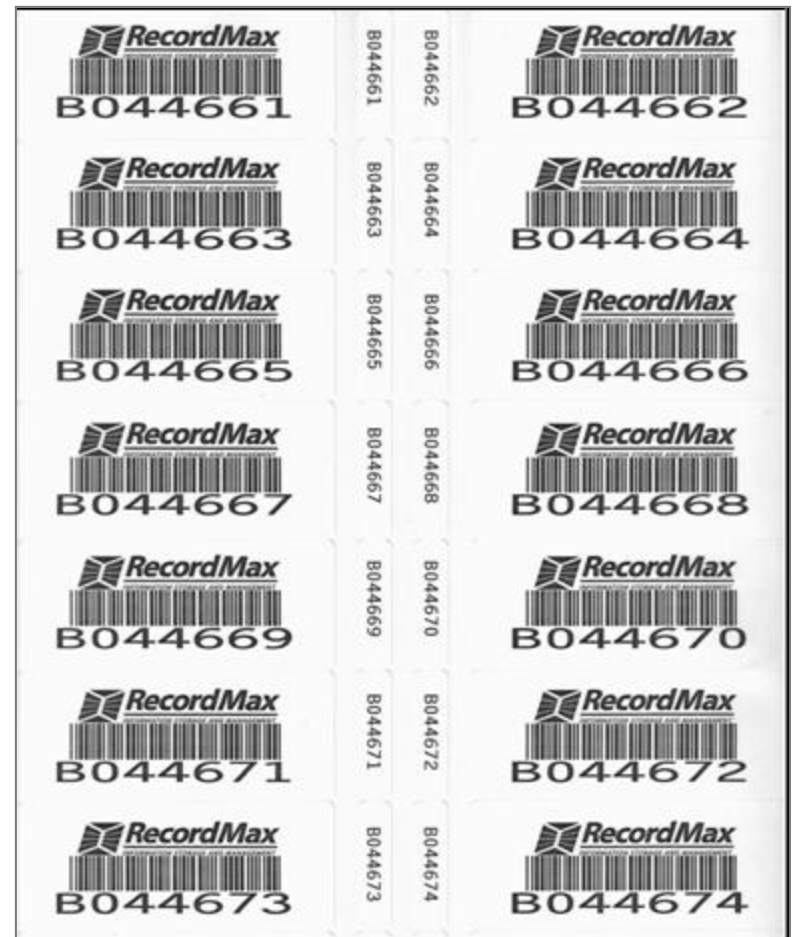
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## PREMIUM BARCODE IDENTIFICATION LABELS

- ✓ Premium Labels Offer Unique ID for Containers Holding Media
- ✓ Superior Adhesives Assure Adhesion
- ✓ Clear Laminate Cover Enhances Durability and Accuracy
- ✓ Convenient Matching Mini-Label Can Be Used for Forms or Other Internal Purposes
- ✓ 20 Year Simulated Testing Show No Breakdown in Adhesion or Quality



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## UNIFORMED PICK-UP AND DELIVERY SERVICES

- ✓ Scheduled Computer Tape Rotations
- ✓ Professional Delivery Staff Makes Access Easy and Affordable
- ✓ Uniformed Personnel Assures Proper Protection and Security
- ✓ Clean and Properly Identified Vehicles Transport Assets to or from Your Office or Building
- ✓ Complete Chain of Custody Tracking



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## INTO YOUR HANDS WITH AN ELECTRONIC RECEIPT

- ✓ Time Stamped Receipts With Pick-Ups and Deliveries
- ✓ No "He Said, She Said"...Accuracy and Security Done Right
- ✓ Friendly Personnel Ready to Help
- ✓ Drug Testing/Background Checks for All RecordMax Employees



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## ONLINE SOFTWARE FOR MANAGING RECORDS & DATA

- ✓ Online Management Tools Help Organize, Index, Manage and Retrieve Media and Other Assets
- ✓ Electronic Interaction with Your Internal Tape Mgmt Systems
- ✓ Easy to Use Yet Powerful
- ✓ Online Banking Type Security and Multi-Level Access
- ✓ Order Anything From Items in Storage to Supplies

The screenshot shows the RecordMax web interface. At the top, it says "RecordMax Information Storage & Management" and "Container". Below the header is a navigation menu with "Home", "Inventory", and "Order". The main content area displays search results for a container. The table has columns for Code, Add Date/Time, Destroy Date, Current Status, Status Date/Time, and Container. The results show a list of items with their respective codes, dates, and statuses.

Code	Add Date/Time	Destroy Date	Current Status	Status Date/Time	Container
172545	1/26/1996 12:00:00 AM		Destroyed	5/3/2002 10:16:16 AM	
178922	1/26/1996 12:00:00 AM		Destroyed	5/3/2002 10:16:16 AM	
009492	12/06/2002 3:20:50 PM		In	12/29/2002 11:00:51 AM	
001126	12/06/2002 3:20:50 PM		In	12/29/2002 11:00:50 PM	
000690	12/06/2002 3:20:49 PM		In	12/29/2002 11:00:49 PM	
000691	12/06/2002 3:20:50 PM		In	12/29/2002 11:00:50 PM	
000692	12/06/2002 3:20:50 PM		In	12/29/2002 11:00:50 PM	
000693	12/06/2002 3:20:47 PM		In	12/29/2002 11:00:47 PM	
000694	12/06/2002 3:20:51 PM		In	12/29/2002 11:00:51 PM	
000695	12/06/2002 3:20:51 PM		In	12/29/2002 11:00:51 PM	
000696	4/9/2002 5:12:49 PM		In	4/9/2002 5:14:56 PM	
000697	12/15/1997 12:00:00 AM		Destroyed	1/7/2002 10:12:19 AM	
000698	12/15/1997 12:00:00 AM		Destroyed	5/3/2002 12:05:08 PM	
000699	12/29/1998 12:00:00 AM		In	12/29/1998 12:00:00 AM	
000700	12/29/1998 12:00:00 AM		In	12/29/1998 12:00:00 AM	
000701	1/5/2000 11:00:00 AM		In	1/5/2000 3:51:48 PM	

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## A VARIETY OF SOLUTIONS TO HELP MANAGE INFORMATION

- ✓ Storage and Retrieval of Paper Records, Documents, Drawings, Blueprints, Back-up Computer Tapes and Other Data or Information Assets
- ✓ Indexing and Purging Project Mgmt.
- ✓ Records Management Products, Software and Imaging Systems Solutions
- ✓ Document Prep, Scanning / Imaging, Key punching & Digital Archiving
- ✓ Paper Shredding and Data Security



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# **RecordMax<sup>®</sup>**

*Contact a Local Representative or E-Mail [info@recordmax.com](mailto:info@recordmax.com)  
for your Free Records Management Program Assessment*

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