

# **RecordMax**<sup>®</sup>

## ***Document Shredding & Data Security Programs***

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***Industrial Shredding of Documents  
and Records. Security Carts and  
Consoles to Protect Sensitive Data  
or Other Confidential Information***

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visit us online today at [www.recordmax.com](http://www.recordmax.com)



## SECURE SHREDDING AND CONTROLLED ACCESS TO DATA

- ✓ Control Access to Confidential Info
- ✓ Protect & Secure Your Business, Financial and Personal Data
- ✓ Simply Throwing Records Away is Not Only Unsafe...It May be Illegal
- ✓ Trust Paper Shredding to People Trusted With Records to be Kept
- ✓ One Time Clean Outs or Regularly Scheduled Pick-ups



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## POWERFUL INDUSTRIAL SHREDDING EQUIPMENT

- ✓ Plant Based Shredding Minimizes Interaction Between Staff
- ✓ If Shredding Onsite Was Safer, Why Doesn't Brinks Count the Money in Your Parking Lot?
- ✓ Leverage Your Costs With Other Businesses and Organizations
- ✓ More Protective Than Basic Recycling Yet Still Environmentally Friendly



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## AFTER DOCUMENTS ARE SHREDDED, THEY ARE BALED

- ✓ Packed Tightly Into Bales and Mixed with Other Office Records, Shredded Documents Are Thoroughly Destroyed
- ✓ Baled Paper Presents More "Environment-Friendly" Alternatives
- ✓ Separate Facilities From Storage Areas Keeps Dust Away



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## BALED SHREDDED PAPER

- ✓ Illegible Documents Coming Out of Shredders and Balers
- ✓ Special Warehouse Areas to Handle Large Volumes
- ✓ Preparation for Recycling Through Relationships that Feed Paper Manufacturers like Kimberly Clark™
- ✓ Experience and Expertise You Can Trust



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## CERTIFICATES TO CONFIRM FINAL DISPOSITION

- ✓ Reference to Your Original or Specific Order and Request
- ✓ Confirmation of Final Handling & Shredding
- ✓ Signed, Sealed and Destroyed

**Certificate of Destruction**

TO:

This is to certify that confidential materials consisting of \_\_\_\_\_  
\_\_\_\_\_, referenced under RecordMax Word Order  
Number \_\_\_\_\_, have been completely destroyed by Shredding or Hydro-pulping  
equipment; pursuant to a written request submitted to RecordMax representatives  
on \_\_\_\_\_, 20\_\_\_\_.

**RecordMax**  
INFORMATION STORAGE AND MANAGEMENT

For RecordMax, Chattanooga, LLC:  
\_\_\_\_\_  
Manager  
\_\_\_\_\_  
Date

Information Well Placed™

visit us online today at [www.recordmax.com](http://www.recordmax.com)



## SECURITY CONSOLES TO PLACE IN OFFICE AREAS AND COPY ROOMS

- ✓ Well Constructed Cabinets Without Mechanical Fasteners Provide the Highest Level of Strength and Durability in the Industry
- ✓ Convenient, front loading drop slot leaves the entire top surface for other office accessories
- ✓ Tamper evident, keyed alike, lockable door



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## LARGER ROLLABLE AND LOCKABLE SECURITY CONTAINERS

- ✓ Made from the Highest Quality Polyethylene Plastic that is Also 100% Recyclable
- ✓ Reinforced Lid Prevents Access from Prying Hands When Locked
- ✓ Heavy Duty Corrosion Resistant Steel Axles and Quiet Rubber Wheels
- ✓ Tamper Proof Internal Locking and Secure Paper Slot



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## UNIFORMED PICK-UP AND DELIVERY SERVICES

- ✓ Scheduled Pick-Ups or Rotations
- ✓ Professional Delivery Staff Makes Handling 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



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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 System 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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