



# *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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## 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

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## 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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## 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 shows a search results table with columns: Code, Add Date Time, Destroy Date, Current Status, Status Date Time, and Container. The table contains several rows of data, including items with codes like 172545, 178922, 025432, 031728, 003690, 003694, 003695, and 003696. The status of these items varies, with some being "Destroyed" and others "In".

| 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   |           |
| 025432 | 12/06/2002 3:20:50 PM  |              | In             | 12/29/2002 11:00:51 PM |           |
| 031728 | 12/06/2002 3:20:50 PM  |              | In             | 12/29/2002 11:00:59 PM |           |
| 003690 | 12/06/2002 3:20:49 PM  |              | In             | 12/29/2002 11:00:49 PM |           |
| 003694 | 12/06/2002 3:20:50 PM  |              | In             | 12/29/2002 11:00:50 PM |           |
| 003695 | 12/06/2002 3:20:50 PM  |              | In             | 12/29/2002 11:00:50 PM |           |
| 003696 | 12/06/2002 3:20:47 PM  |              | In             | 12/29/2002 11:00:47 PM |           |
| 003696 | 12/06/2002 3:20:51 PM  |              | In             | 12/29/2002 11:00:51 PM |           |
| 003696 | 12/06/2002 3:20:51 PM  |              | In             | 12/29/2002 11:00:51 PM |           |
| 003696 | 4/9/2002 5:14:49 PM    |              | In             | 4/9/2002 5:14:56 PM    |           |
| 003696 | 12/15/1997 12:00:00 AM |              | Destroyed      | 1/7/2002 10:12:19 AM   |           |
| 003696 | 12/15/1997 12:00:00 AM |              | Destroyed      | 5/3/2002 12:05:08 PM   |           |
| 003696 | 12/29/1998 12:00:00 AM |              | In             | 12/29/1998 12:00:00 AM |           |
| 003696 | 12/29/1998 12:00:00 AM |              | In             | 12/29/1998 12:00:00 AM |           |
| 003696 | 12/29/1998 12:00:00 AM |              | In             | 12/29/1998 12:00:00 AM |           |
| 003696 | 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 System Solutions
- ✓ Document Prep, Scanning / Imaging, Key punching & Digital Archiving
- ✓ Paper Shredding and Data Security



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*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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