



westcoastarchives

records management, simplified.

- STORAGE • SCANNING • SHREDDING • DATA BACKUP

All organizations create important vital documents that need to be stored, managed and safeguarded. West Coast Archives state-of-the-art barcode tracking software and proven storage and service methodology continues to provide the premier records management service to the legal, accounting, medical, insurance and corporate community. We can manage your documents at our facility for a fraction of the price of expensive office real estate. Let us do the work for you! We are THE experts in records management and have the staff ready to help with all of your document needs.



Some industries we work with:

- | | |
|------------------------------|--|
| 1 Law Firms | 5 Non-Profit Organizations |
| 2 Accounting Firms | 6 Financial Firms |
| 3 Entertainment Firms | 7 Architecture Firms |
| 4 Banks | 8 Hospital/Medical Offices |
| | 9 Any Organization looking for safe, secure document management |



1816 OAK STREET, LOS ANGELES, CA 90015.
MAIN: (213)784-4660, FAX: (213) 342-3191,
WESTCOASTARCHIVES.COM



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Services Offered

- 1 Preparation of Records**
Inventory
Removal From Shelving
Packing
- 2 Complete Web Management of records**
Containers
Files
- 3 Bar Code Control**
Containers
Files
Shelving - Locations
- 4 Reports**
Activity
Inventory
Expense
Transaction
- 5 File Indexing and Cataloging**
- 6 Confidential Document Shredding On Site and Off Site**
- 7 Consulting Services**
- 8 Open Shelf File Storage & Management**
- 9 Automated Data Backup & Recovery**
- 10 Pick-Up**
- 11 Retrieval Services, Containers and Files**
- 12 Delivery - Rush, Same Day & Next day**
- 13 24 Hour Access - 365 Days Per Year**
- 14 Refilling**
- 15 Record Storage Containers**
- 16 Photocopy / Scanning / FAX Services**
- 17 Remote Access**
- 18 Medical Records Management**
- 19 Outsourcing Services**
- 20 Data Protection Services**



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