

Other DSC Services

Document Storage

DSC can also be the long-term solution for your document storage and management needs.

The DSC facility has been locally owned and operated since 1992. Our secure records retention area is located within a federal Foreign Trade Zone which is under the auspices of, and subject to the security requirements of, the U.S. Customs and Border Protection, a division of Homeland Security. Documents are fully secured by controlled access and 24-hour third-party electronic surveillance systems to protect against unauthorized access, vandalism, and fire.



Vaulting Service

The DSC vaulting service is located in a re-engineered bank vault with steel reinforced walls and ceiling. We use an automated FE-241 fire suppression system which is an environmentally safe, clean, non-liquid agent that removes oxygen from the vault when alarmed. The vault is temperature and humidity controlled to ensure the integrity and longevity of your data. Your data is available 24 hours a day, 7 days a week, and will be delivered by our safety screened and bonded personnel.



Document Service Company

A Division of Findlay's Tall Timbers Distribution Center
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**Protect Your
Company and Your
Profits**

**HIPAA-Compliant
Document
Destruction**

DSC DOCUMENT
SERVICE
COMPANY

A Division of Findlay's Tall Timbers Distribution Center

Protect Your Profits...

Destroy Your Confidential Information

The daily generation of business records and the storage of that information put all of us at risk for the misuse of proprietary or confidential information. One of your company's most valuable assets is information in the form of customer lists, contacts, financial records, marketing plans, contracts, vendor lists, personnel records, etc. That information in the wrong hands could result in anything from embarrassment to a disastrous loss of revenue

Without a program in place to control it, the daily trash of every business contains information that could be harmful in the wrong hands. It is especially useful to competitors because it contains the details of current activities. Discarded daily records include phone messages, memos, and drafts of bids and correspondence. The way to minimize this potential exposure is to make sure such information is securely collected and destroyed.

DSC provides individuals and businesses with a safe, secure, affordable answer to the growing concern of how to discard daily records.

The DSC facility is located within a federal FTZ (Foreign Trade Zone) which is under the auspices of the U.S. Customs and Border Protection, a division of Homeland Security. The facility is fully secured by controlled access and 24-hour third party electronic surveillance systems to protect against unauthorized access, vandalism, and fire. Our equipment, security systems, and processing and handling procedures are fully compliant with the HIPAA (Health Insurance Portability and Accountability Act) standards. Use of DSC services will ensure timely, secure handling of your records and will not expose your facility to any legal liability.

DSC provides individuals and businesses with a safe, secure, affordable answer to the growing concern of how to discard daily records. Our experienced, bonded personnel will collect your



materials and securely transport it to our facility, accurately weigh it, ensure it is thoroughly destroyed, and issue a certified certificate of destruction.

This means that you do not need to buy and maintain shredding equipment, pay any employee wages, devote any hours to shredding, purchase any plastic bags, dispose of the shredded material or deal with any dirt, dust or clean-up. DSC will do it for you with no loss of confidentiality.

DSC can provide a variety of containers to store sensitive materials for scheduled periodic pick-ups, or we can pick-up materials that have reached the end of their retention period following a purge.

In addition to HIPAA compliant document destruction, DSC offers cost-effective off-site storage and related services for all major media, paper, computer tapes, microfilm, audio and videotapes, film, CDs, x-rays, and blueprints. We also provide pickup and delivery, filing and retrieval, database management, and customized reporting. Our Total Recall™ tracking and inventory system is the industry standard.

For a site specific, custom solution to your document destruction needs, please contact one of our experienced representatives at (419) 425-4906.

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