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Document Storage, Retrieval & Management Professionals

ABOUT US

Docu♦Store

Secure document storage in box or open file format

Docu♦Shred

Secure onsite document destruction

Docu♦Scan

Secure electronic document imaging



A FULL SERVICE, LOCALLY OWNED DOCUMENT
MANAGEMENT COMPANY



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Docu♦Store

- **22,000 sq. ft. of storage space**
- **24 hour comprehensive fire suppression**
- **Security system includes video surveillance inside and outside of our facility**
- **Employees are drug screened, have a back ground check completed, signed a confidentiality agreement and are trained in privacy issues – confidentiality is our business!**
- **Disaster Recovery Plan is in place for recovery of documents in the case of a natural disaster (earthquake, flood, fire)**



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Docu♦Store

- **Both box and open file storage available**
- **Varying box size storage offered**
- **Boxes are bar coded, indexed and tracked via our scanners**
- **Boxes can be accessed at our location or delivered to your desk**
- **Requests for service in by 11am are processed that working day**
- **Boxes stored with The DocuTeam can be tracked based on retention schedules set by the client and once approved to be destroyed, are destroyed onsite**



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Docu♦Shred

- **Onsite shredding with our mobile shred truck**
- **No rental fee for cabinets or bins**
- **We charge for full or half bins so clients are only charged for what is shredded**
- **One time shreds or re-occurring shreds available**
- **We do residential one time shreds**
 - **\$75 minimum, charged at 65 gallon bin rate of \$30 per bin which holds approximately 6 standard file boxes**
- **Boxes can be brought to our location for shredding – both business and residential**
 - **\$5 per standard file box (15 x 12 x 10)**



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Docu♦Scan

- **High speed scanning with .tif images**
- **Flexible indexing options for electronic files**
- **On demand scanning available**
- **Files available via a secure login from an internet connection**
- **Fees for scanning, indexing and electronic storage vary depending on the length and breadth of the project**

CAL POLY ACCOUNT SET UP

Three main accounts with Cal Poly

- 1) **Cal Poly State University**
 - 26 Departments
 - 462 Boxes stored at The DocuTeam
- 2) **Cal Poly ASI**
 - 1 Department
 - 564 Boxes stored at The DocuTeam
- 3) **Cal Poly Corporation**
 - 3 Departments
 - 578 Boxes stored at The DocuTeam



HOW CAN WE HELP?

CALL US!

- 1) We can assist in how to document the boxes brought into storage to ensure efficiency and effectiveness and reduce costs!**
- 2) We can help identify ways to save money on currently stored boxes through effective labeling and retention schedules**
- 3) Keep your contact information up-to-date so we have on file the correct list for access authorization – this ensures that you get the latest box reports and helps in contacting the department for destruction of boxes stored onsite**

OUR GOAL

The DocuTeam strives to be the regional records management partner of choice by delivering superior customer service, uncompromising confidentiality and complete solutions that ensure secure management of critical business archives throughout the records life cycle



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We turn this.....



Into this.....



Call The DocuTeam today with any questions regarding your document management needs.