

INDEXING SERVICES

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How you organize your records is almost as important as their safety. From boxing, reboxing, indexing, labeling, relocating your file room, or even creating or updating a database to improve file tracking, DataSafe offers specially-trained indexers to help you on-site or independently at our Records Centers.

Think of the time it takes for your staff to organize, update and track your records. What is the distraction to your company's core tasks worth to you? And unlike temporary personnel or untrained employees, all of our work is guaranteed.



The Value of Organization

Having properly organized files helps you determine how long records should be kept. Retention Scheduling can save storage costs and may shelter you from exposure to liability if your records are retained too long. DataSafe can help you classify your documents and assist you in determining how long to keep them according to corporate policies, legal or tax requirements or ISO standards. We can also audit your existing set-up. To help you cut through the retention jungle, DataSafe offers a free retention guide with guidelines on ideal time frames for retaining and destroying various record types.

Segue Into Software

Our professional indexers can update your existing database, on any platform, or help get you started with our custom Records Management Software. With your records properly organized, our software will allow you to track and monitor all your company's files, no matter where they reside.

Satisfaction Guaranteed

At DataSafe, we are committed to providing you with safe, reliable storage options. Your peace of mind means everything to us. We completely guarantee your satisfaction by backing all the work we do for our clients. No other provider serves you better. For the life of your records, trust DataSafe.

Client Process Flow

