



Scan. Store. Shred.™

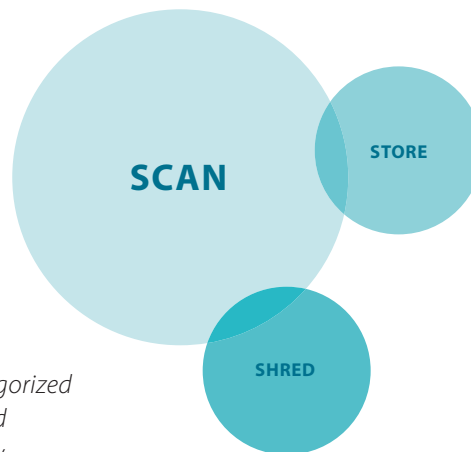
## Digital imaging and file organization

If you need frequent access to records or files, converting them to digital images will most likely increase your efficiency, lower your handling costs and improve your accuracy. Using the latest automated digital imaging equipment, Kenwood can scan 50 documents or 50,000. Flexible staffing lets us cost-effectively handle any size job — even at the last minute.

After we scan your documents, we can archive the originals in one of our long-term storage facilities,

or shred them to meet privacy and compliance regulations. You can view your electronic documents directly from a disk or via Kenwood's secure Internet image vault. Backup files are secured in one of our environmentally-controlled vaults.

Because all these services are under one roof, your documents don't have to change hands during different procedures — providing added convenience, efficiency and security. Call **(319) 396-0622** or visit us on the web at [kenwoodrecords.com](http://kenwoodrecords.com).



- Full-service digital imaging and copying solutions.
- Password-protected web access to images on demand through the image vault.
- Our information management experts can help you organize your entire filing system.
- Digital files are categorized for easy retrieval and archival redundancy.
- Pickup and delivery 24 hours a day by Kenwood drivers.
- Digital and backup data stored in certified, fireproof, humidity-controlled vaults, built to NFPA 232 standards.

**Kenwood can help you develop a records management system that includes a combination of scanning, storage and shredding.**

