

# ADVANCED INFORMATION MANAGEMENT

## Records and Information Management

Advanced Information Management is Northwest Arkansas' leading records management firm. Records management is all we do.

We operate under three basic principals; Confidentiality, Security and Superior Customer Service. Our management team has over 52 years experience in records management. AIM also has the only CRM (Certified Records Manager) in the state of Arkansas that is associated with our document management firm. As a national recognized leader in our industry, Advanced Information Management has the ability to assist any firm with their records management needs.

## Our Mission Statement

- We will provide our customers the highest level of information management services.
- We will provide our services at the most competitive prices while adhering to the highest code of ethics.
- We will continue to value our customers and understand that we would not exist without them.
- We will acknowledge the importance of our employees and consider them our most valuable asset.
- Advanced Information Management will continue to be innovative in providing new services and continue to educate our customers about the most advanced methods for managing their vital information
- We will attract and retain employees dedicated to quality performance by providing an environment which fosters creativity, encourages teamwork and offers individual recognition for growth.



# SECURE DOCUMENT MANAGEMENT AND STORAGE

Advanced Information Management is proud of the fact that we are the most highly advanced and sophisticated records management firm in the state of Arkansas. AIM monitors and cares for your records 24 hours a day, 365 days a year in our state of the art 34,000 sq. ft. facility.

## SECURITY

Advanced Information Management has a commitment to security. Our goal is to provide our customers with the most highly secured facility in Northwest Arkansas. Our facility features electronic entry and video surveillance. Our facility is also NAID certified, which ensures your documents are being managed with the highest level of security procedures.

## CONFIDENTIALITY

All of our AIM employees are bonded. Every new employee signs a statement of confidentiality as a condition of employment. In today's highly competitive world, a company's most valuable asset is its information. All of our employees have background checks and are drug screened.

## SUPERIOR CUSTOMER SERVICE

When you request an item from your inventory, we understand you need it. No matter when you need it, we will get it to you in a reasonable amount of time. You will have access to your records 24 hours a day, 365 days a year. (366 days on leap year.)

## TECHNOLOGY DRIVEN

Our staff is highly trained in records management and in the handling of all types of media. We use a sophisticated bar code tracking system to maintain complete inventory control. Advanced Information Management is nationally recognized as a leader in the records management industry. AIM offers highly sophisticated records management solutions using cutting edge technologies.

**Dedicated people!**  
**Leading edge technology!**

**\*Member of PRISM International**

**\*NAID - National Association of Information Destruction**

# RECORD DESTRUCTION-SHREDDING



## NAID Certified

## National Association of Information Destruction

Fraud, identity theft and corporate espionage threatens to destroy personal credit ratings as well as business reputation and security. Reduce risk and costs with the experts in complaint information destruction.

Secure off-site shredding from Advanced Information Management can help business that need documented destruction of paper records lower risk, reduce costs, and meet recycling goals.

AIM Records provides businesses of all sizes with simple, reliable, and cost-effective method ensuring the compliant destruction of confidential business information. We provide your business with several advantages.

- Complete document shredding and data destruction
- Highly-trained staff ensure reliable and confidential handling of records
- Consistent chain of custody from pickup to destruction
- Regulatory compliance in a changing environment
- Secure and environmentally-sound recycling of shredded paper

### Certified Secure

AIM Records has been certified by NAID for paper, printed media, computer hard drive and non-paper media destruction. The NAID Certification Program establishes standards for a secure destruction process including such areas as security, employee hiring and screening, the destruction process, and insurance.

### Step-By-Step Peace of Mind

1. We place locked containers throughout your offices for employees to deposit sensitive information on their schedule.
2. A uniformed and fully-insured AIM Security Officer will pick up the container contents on your schedule and transport your information to our facility in a secured vehicle. If you prefer, you can deliver your confidential materials to our facility and witness the destruction of your own records.
3. Your confidential information is weighed and then thoroughly destroyed. All paper records and optical media, such as DVDs and CDs, are shredded into 1/2" strips.
4. A Certificate of Destruction is delivered to your business. This verifies that all information received has been destroyed in a confidential manner.

# ENVIRONMENTALLY CONTROLLED VAULTING

What happens when your firm experiences a disaster and you have lost vital data? If your vital records were stored in our environmentally controlled vault, your vital records would be just one call away. We store many types of media in our vaults. They include, but are not limited to, microfilm, microfiche, computer tapes, video tapes and disaster recovery programs.

## Off-Site Tape Storage and Rotation Services

Data-loss happens - either through natural disaster, failed equipment or simple human error. Storing your backup media off-site can help you reduce downtime get back to business.

Advanced Information Management Records offers a secure, off-site storage facility and a reliable process for transporting and managing your backup media. Our uniformed security professionals will pick up your tapes on a regular schedule to minimize lost data. Tapes are barcode scanned to document their location on each step of the process. Tapes are then transported in a secure vehicle to our media vault facility. When you need to retrieve your tapes, simply notify us and we will deliver to your recovery location.

Some key advantages of using AIM Records for your tape rotation are:

- Fulfills your disaster recovery needs. In the event of a disaster, your data can be delivered to you or made available for pickup - anytime, anywhere.
- Assures ANSI standard storage conditions. Our media vaults are temperature and humidity controlled, and offer complete fire protection.
- Provides organized, convenient tape rotations. Courier pickups can be scheduled daily, weekly, monthly, and annually.
- Fast and efficient rotations. Items are identified, barcoded and entered into our inventory management system for accurate tracking.
- Boost compliance. Off-site data storage and chain-of-custody for industry-specific needs.
- Extend tape life. Our climate-controlled facility prolongs the shelf life of magnetic storage media with an optimum 65°F temperature and 30% relative humidity.

# INTERNET BASED RECORDS MANAGEMENT

Advanced Information Management offers unsurpassed technological options to assist you in managing your needs.

## **Web Based Records Management**

Just log on to [www.aimrecords.com](http://www.aimrecords.com) and enter our Secure, Confidential Client Area where you may order records directly online or run a variety of comprehensive reports to assist you in managing your records.

## **Scan On Demand**

Advanced Information Management has the capabilities to deliver files anywhere in the world in minutes! How can AIM do that? AIM can scan these files to our secure website where the user can access the files. These files can then be viewed, downloaded and printed or emailed to other sites.

## **Online Document Access**

Advanced Information Management's document management services allow your employees to access your digitized documents from anywhere at anytime with only a web browser. They provide a cost-effective, secure method of storing and accessing your records with no capital expenses in technology or staff. With multiple software offerings available, there is a solution that will meet your business needs.

Available features include:

- Full-featured document search and indexing ability
- Document security via user access controls, user passwords and transfer encryption
- Ability to upload or scan new documents directly from the user's computer
- Maintain document change history and access logs
- Simultaneous user access to documents

# DOCUMENT IMAGING & CONVERSION SERVICES

Advanced Information Management (AIM) provides scanning services, as well as hardware and software solutions to provide our clients with document management and storage solutions as well as cost effective outsourced scanning production

## **Outsourcing your imaging needs to AIM offers:**

- Reduced labor and management overhead.
- Reduced equipment and office space overhead.
- Less paper to organize, manage, maintain and dispose.
- Instant access to documents.
- Easy distribution of documents
- Professional scanned images.
- A single source for all your imaging needs.

## **Flexible Output Options**

- CD/DVD for images of inactive and archive documents.
- PaperVision Enterprise<sup>®</sup> (PVE) software for PC or Network installations.
- Secure access via internet 24/7.
- Export to any imaging system of your choice.