

GUIDE TO SELECTING A DIGITAL RECORDS STORAGE VENDOR

This checklist will help you determine the best off site storage facility for your digital record needs.

	EXCELLENT	AVERAGE	POOR
COMPANY INFORMATION			
Company longevity & history			
Financial stability of company			
FACILITY			
Location prone to natural disasters			
Records stored above grade level			
Stand alone structure			
Proper insurance coverage in the event of a disaster			
Back up power systems			
Meets earthquake code & other construction standards			
SECURITY			
Monitored security 24-7			
Authorized access required			
Monitored vault entry			
In-house network/data security			
Authorization procedures meet record requirements - HIPPA, PCI, Sarbannes Oxley			
Secure docking area			
Routine testing of security procedures			
Secure electronic transmission & delivery			
STORAGE SPACE			
Environment meets ANSI standards for various media			
Shelving & racking specific to media storage			
Space available for current & future needs			
Pest controls			
Fire suppression systems			
Fire & smoke detection systems			
Non-smoking facility			
Routine inspection of fire and alarm systems			
Routinely tested internal disaster plan			
Alarm system activated by tampering			

CLIENT REFERENCES PSI DOES NOT PROVIDE CLIENT REFERENCES OR EVER RELEASE CLIENT NAMES BECAUSE CLIENT SECURITY IS OUR PRIORITY.

DESIRABLE LOCATION

IS THE FACILITY LOCATED IN A Flood plain or LiqueFaction Zone?

LOCATION, LOCATION

IS THE FACILITY LOCATED IN A MULTI-TENANT BUILDING? Is it located near other Businesses that could be Potentially hazardous?

STORED BELOW GRADE

RECORDS STORED BELOW GRADE Level are susceptible to pipe Leaks and bursts, and other Disasters

PAPER IS FUEL

ARE PAPER RECORDS STORED With or Near Digital Records? Paper IS A Fire Hazard.

	EXCELLENT	AVERAGE	POOR
COURIER SERVICE			
Climate controlled vehicles			
Vehicles designed to transport media safely			
Vehicles have appropriate security			
Vehicles secured during delivery & pick up			
Communications equipped vehicles			
Fire extinguisher equipped vehicles			
Properly maintained vehicles			
POLICIES AND PROCEDURES			
Acceptable & clear business contract			
Shipping & receiving records maintained			
Employee substance abuse policy			
Employee screening process			
Employee identification cards			
Employee confidentiality agreement			
After-hour personnel trained to manage client emergencies			
CUSTOMER SERVICE			
24/7/365 customer access			
Barcode tracking			
Computer reporting			
Client procedures & training			
On-site client access space			
Confidential records destruction			
Clear & organized billing statements			





MORE INFORMATION Contact PSI TODAY TO LEARN More About our Services And How we may assist you 800.942.1952 INFO@PERPETUALSTORAGE.COM

COURIER VEHICLES

ARE THE VEHICLES PROMINENTLY LABELED? IF SO, THIS MAY BE A Security Risk by Advertising What the vehicle is carrying

COURIER UNIFORMS

PSI COURIERS CARRY Identification at all times but do not wear flashy uniforms for added security.

EXCESSIVE FEES

DOES THE VENDOR CHARGE FEES FOR EVERYTHING? FAX TRANSMISSION FEES, INDEX AND INVENTORY FEES, RETRIEVAL AND RE-FILING FEES, PHONE REFERENCE FEES, STORAGE CONTAINER FEES AND THE WORST-DESTRUCTION AND PERMANENT REMOVAL OF RECORDS OR HOSTAGE FEES. MAKE SURE TO RECEIVE A DETAILED LIST OF POTENTIAL SERVICES AND FEES.