



# 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	EXCELLENT	AVERAGE	POOR
Company longevity & history			
Financial stability of company			
FACILITY	EXCELLENT	AVERAGE	POOR
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	EXCELLENT	AVERAGE	POOR
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	EXCELLENT	AVERAGE	POOR
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.

