Records Storage & Management

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What Is Records Manangement?
Records Management insures that an organization can find a file when they need it in a cost effective manner. This service is provided by a Commercial Records Center (CRC). The CRC becomes the custodian of your business records providing indexing, storage, retrieval, and re-file of your hard-copy documents.Â Why Use Records Management?

- AVAILABILITY OF RECORDS: Records Management insures that an organization can find a file when they need it, securely, and cost effectively.Â

- SOUND BUSINESS PRACTICE: Auditors and accountants require internal controls for all business systems. Business records document these controls.Â

- REGULATORY COMPLIANCE: Federal, state, and local regulators impose requirements on record keeping that vary in term from quite short to very long periods of time. These documents are used to prove activities of the business.Â

- LITIGATION AVOIDANCE: We live in a litigious society. In order to protect your company’s assets against litigation you must maintain records as proof of business transactions.

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Why Use a Commercial Records Center?

- REDUCE COSTS: Storing and handling of semi-active and inactive records by a CRC is typically much less expensive than storing and handling these items on-site within an organization. Storing your records at a CRC also frees up valuable space that can be used more productively.Â

-FRAUD & THEFT PREVENTION: Your records are kept secure, accessible only by request from authorized personnel, maximizing confidentiality and privacy.Â

- SERVICE: At Baldwin
 Business Center,
we become an extension of your staff, part of your team, a partner in reducing costs and making your business more efficient. We are locally owned and operated and service to the client is our number one priority.Â Â Â