

Records and information Management Solutions

Records and Storage Management

Bar Codes

Using state-of-the art bar code tracking technology each container or file is bar coded with information such as, client, contents, authorized access, and destruction date. Bar code tracking ensures timely retrieval, delivery and refilling accuracy.

Computerized Listing

I.R.K. maintains a current computerized listing of client information managed at the record center. These listings are vital in the management of your important records.

We use:

- Bar code container and file tracking
- Computerized offsite inventory listing
- Detailed offsite storage purge reports
- Activity reports

Infokeeper/File Level Indexing

All files contained in a box can be inventoried and made available on the Internet through a secure SSL website for access or retention control 24/7. According to the customers specification the I.R.K. staff can index each chart within a box by name, DOB, destruction date, etc. Security levels, login names, passwords may be assigned by the customer for their employees to insure confidentiality.

Confidentiality

In order to request any of our services, individuals must be pre-authorized by you in order gain access to your records.

24-Hour Security

Rest assured that your files are in good hands being monitored for surveillance of theft and fire every minute of the day in smoke free environment.

24-Hour Access

Prompt retrieval and client access...24 hours a day, 365 days a year. I.R.K. staff is on call to retrieve your records from the facility after normal business hours.

Scheduled Pick up and Delivery

Simply call the record center and your records will be picked up or delivered on the next scheduled delivery. Morning and afternoon deliveries are scheduled Monday – Friday excluding holidays.

Urgent Delivery

Call the record center and the materials will be delivered immediately via courier, or held for you to pick up – 24 hours a day.

Bonded Security

Fully bonded professional staff

Media Storage

Professional offsite storage of computer tape and other digital media.

Full Time Tape Librarian**Schedule Pick Up and Delivery**

Schedule a pick up or delivery by one of our employees in our own vehicles or 24/7 emergency delivery upon request.

Fire Rated Vaults

Available for small or large customer needs

Online Backup

UBISTOR

Data protection solutions, business continuity, backup and DR planning

- Online data backup and recovery
- Private vault backup and recovery
- Data loss prevention
- Hosting
- End point data backup, recovery and remote wipe
- Email archive, compliance and E discovery
- IT consulting, implementation and management
- Disaster recovery planning

Document Imaging

In house service bureau can convert your documents into a digital archive.

- Document preparation
- Capture
- Indexing
- Quality Control

I-Chamber can provide online access to any document anywhere via an Internet browser.

- Access scanned images through secure SSL website with login and password.
- Scanned images are housed on servers in I-Chamber (Tier 4) secure data center.
- Scanned images can also be burned to CD/DVD or transferred to customer's network.
- Paper documents can be stored at our facility for 3-6 months after scanning is complete.

Illinois Record Keepers serving the Medical, Financial, Governmental, Legal, Engineering, Architectural, Manufacturing and Public Service Communities