

**ADVANTAGES:**

**STORAGE**

- Releases Valuable Space
- Secure
- Purge Inactive Files
- Bar Code System
- Organize Files
- Pick Up & Delivery
- Back Ups Off Site

**SHREDDING**

- Avoid Identity Theft
- Secure Containers
- Pick Up
- Clutter Free Office



**ARM's Mission**

*Provide reliable, secure, cost effective record management, archiving, storage and paper destruction services*

**WHAT ARE THE COSTS?**

ARM charges only for the services you use.  
 You pay ONLY the storage space your boxes occupy.  
 Storing boxes with us vs. mini storage costs less.  
 Shredding is quoted per pound.  
 Destruction costs are minimal.

**Who uses ARM's services?**

- All types & kinds of businesses
- Medical, Accounting, Legal, Government, Schools
- 'Going Out of Business'
- 'Retirees'
- Individuals

**ARE YOUR RECORDS SECURE WITH US? YES!**

All records are maintained in a safe, secure and highly confidential manner.  
 Your records are professionally monitored by the most advanced technology in a climate controlled environment.

**WE HAVE**

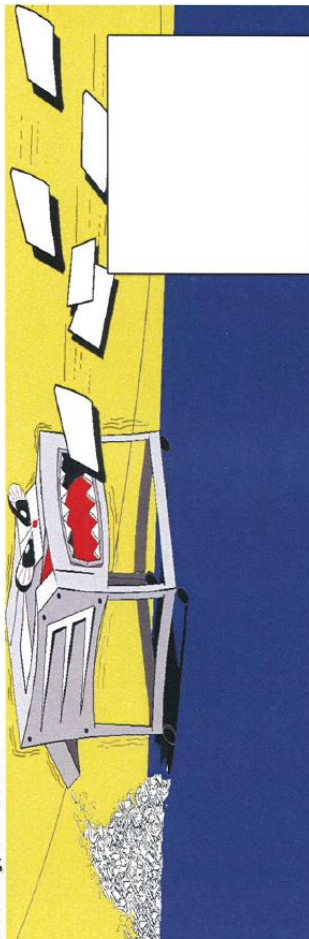
- Restricted Facility Access
- City of Beckley Fire Protection
- City of Beckley Police Protection
- 24 Hour Monitoring & Alarms
- Pest Control



**ALPHA RECORDS**  
**FILE STORAGE**  
**304-255-9060**

Secure  
 Professional  
 Client Oriented  
 Reliable  
 Efficient  
 24/7 Access

Alpha Records  
 216 Business St.  
 Beckley, WV 25801



**ALPHA RECORDS**



**FILE STORAGE**  
**BACK-UP STORAGE**



**SHREDDING**

**304-255-9060**

[www.alpharecords.com](http://www.alpharecords.com)