



About Archive

Archive Document Storage is a records storage and management company serving central Ontario. We service businesses throughout Simcoe County, York Region and the Muskokas.

**Secure, Offsite
File Storage**

**Full Access to
Your Records**

**Document Delivery
and Pickup**



**Don't
Fear the
Files....**



Our Story

Archive Document Storage is part of the Busch Systems group of companies:

- Locally owned and operated for 25 years
- Employ 60 staff in Simcoe County
- \$20 million in annual sales revenue
- Award winning contributors to United Way



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....tame them.

Records Management
Offsite Document Storage



Archive. Thinking *inside* the box.

Thinking
Inside
the Box



Why Go Offsite?

Offsite records storage can lower your operating expenses, create more value from your informational assets, while protecting your business from the risks of litigation, audit and disaster.

Efficient:

We locate, retrieve and deliver files directly to you quickly and accurately - every time.

Safe:

Free from the threat of identity theft, we reduce your liability by safeguarding your important information in bar coded, unmarked boxes. *Your information is in safe hands!*

Secure:

Our facility has been designed with security in mind. Multiple layers of protection safeguard your documents against fire, flood or unauthorized access.

Cost Effective:

Pay only for the boxes in storage, not "dead air."
Free-up valuable office space for more productive use.

**Archive provides
affordable storage and
records management for
your critical information.**

Still using self storage?...



Switch to Archive Document Storage

- ✓ Lower Costs
- ✓ Better Security
- ✓ Fast File Delivery
- ✓ Climate Controlled

Services

We offer **secure storage** for paper-based files. Our offsite facility is specifically designed to maximize the protection, efficiency and affordability of stored records.

We **pick-up and deliver** information on time whether it is a standard, or emergency request.

We can **scan your files** for quick, easy access to your stored data.

We **track each box** and file with sophisticated inventory management software. Our bar coding system ensures that we can pinpoint your documents at a moment's notice.

We offer a **secure shredding service**, to ensure documents do not end up in the wrong hands.

