

**BUSINESS RECORDS MANAGEMENT, INC.**  
*The "Information Management Professionals"*



## **LEGAL INFORMATION MANAGEMENT**

**-Storage, Management, and Delivery Services**

Your records are safe, secure, and easily accessed with Business Records Management, Inc. (BRM), Pittsburgh's largest and only locally owned document management company.

A particular strength of BRM is providing the high level of service needed by customers in the legal industry.

BRM currently manages information for more than 1,000 businesses including over 300 law firms throughout Western Pennsylvania. Additionally, BRM manages information for 22 of the 25 largest law firms as well as local and federal courts and corporate law departments.

**Storage Facilities:**

BRM's ten off-site storage facilities are designed for state-of-the-art storage and management.

All of our buildings are constructed with fire resistant materials, have monitored security systems with controlled access, are protected with recorded video surveillance, are equipped with fire protection systems, and are located outside of all areas designated as 100 year flood plains.

- ▶ Servicing Western Pennsylvania.
- ▶ Internet access.
- ▶ File-level indexing for searching and retrieval by client, attorney, number, description, date, and/or a customized field.
- ▶ 24-hour security/video surveillance.
- ▶ 24-hour, 365 day emergency delivery service.
- ▶ Same day delivery.
- ▶ Confidential destruction.
- ▶ On-site staffing services.
- ▶ Conference rooms for viewing information.
- ▶ Software escrow.

### Service Capabilities:

BRM's facilities are located throughout Western Pennsylvania so that records can be delivered quickly when the need arises. BRM routinely provides twice-a-day delivery service including same day delivery.

BRM's friendly and knowledgeable service staff will do everything possible to be responsive and provide fast and trouble-free access to records stored with us.

### Barcode Tracking:

All items incoming or outgoing are barcoded. During every pickup and delivery, BRM's driver scans the barcode of each item (box, file, tape, piece of paper) at the client location and provides an automated printer receipt listing all items scanned.



BRM is the only company in Western Pennsylvania that provides an automated printer receipt. Scanning the barcode also creates an electronic transaction log in BRM's database indicating the time, date, activity, and employee who performed the transaction.

### Internet Access:

Interface with BRM through the internet. You will have secure access to your file inventory on BRM's database 24 hours a day, 7 days a week, to search, post, perform data entry, track files, print activity and inventory reports, and perform other management tasks.

### File Management:

BRM is the only company in Western Pennsylvania that offers "true" file-level tracking. BRM will individually barcode and index each file, thereby keeping a complete Inventory/Activity history on each file. The same barcode is used during the entire life of the file. This file tracking service makes management of your inventory simple and cost efficient.

### Off-site Work Areas:

BRM has secure conference rooms, private offices, large work areas and office equipment (computers, fax machines, copiers, and printers) for short or long term use.

These areas are available for audits, meetings, loan and real estate closings, special projects, seminars, trainings, and presentations.

### Reporting:

Our reporting services enable you to quantify the activity history of your files and/or boxes, identify records that are eligible for disposal, and allocate your records storage and management costs by client, attorney, job number, department, cost center, or a customized field. We provide annual inventory reports at no cost.

### On-site File Tracking Software:

BRM offers a sophisticated barcode file tracking software package that allows you to manage your inventory on-site, as well as off-site direct from your own computer.

### National Service Capabilities:

BRM is the exclusive Pittsburgh area member of National Records Centers, Inc. (NRC), an organization that represents over 70 markets nationally. This means that we can offer you the consistency of a nationwide archive company at all of your locations.



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### Affiliated organizations:

