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DTS offers a secure, cost effective way to manage and store your vital records offsite. In our state of the art facility, we catalog your records or media in our computerized inventory system, making access and retrieval a snap.

...your trusted partner in information management solutions

Document Storage & Management

We specialize in managing records by the carton, file, document, or image. With our state-of-the-art bar code tracking system, you can always be assured of immediate and accurate retrieval of your records – 24 hours a day, 7 days a week.

If you document it, we can store it!

- Medical Records
- Business Records
- Legal Records
- Financial Records
- Real Estate Records
- Blue Prints
- Engineering Records
- Construction Records
- Insurance Records
- Pharmaceutical

Consider the benefits of off-site storage – save your company space and money! →

- *Space - Reclaim valuable office space*
- *Speed - Quick, easy, and accurate retrieval of information*
- *Accuracy - 100% accurate inventory of your records and data*
- *Access – 24/7 access to your records and data*
- *Productivity - No more wasted time spent hunting for records*

VAULT STORAGE

Store your more critical information in our vault storage. Maintained by an FM200 fire suppression system and enhanced fireproof construction, your materials are always protected from heat damage. In addition, strict controls for relative humidity and temperature give added security.

- Electronic Media
- Film & Sound Archives
- Tape rotation (24/7) – offsite storage
- Digital Archives

PROTECTION

Fire... Hurricanes... Winds... Rains... Floods all can threaten your business. Without your records, you have no business.



DTS can assure the safety and security of your records with:

- Secure modern brick and block building
- Triple Roof
- Fire-Safe Walls
- State-of-the-Art intrusion detection systems
- Fire suppression systems
- Locked doors with keypad entry
- Climate controlled storage (temperature and humidity)
- Vault storage
- Strictly Controlled 24-hour access
- Outside area fenced, topped with barbed wire

RECORDS TRANSFER

- Same-day Service on moving records quickly from your facility to ours, or vice versa. Regardless of the issue – approaching hurricane, construction project, or otherwise, we will quickly provide a truck to handle the transfer for you.

FILE PACK & PURGE SERVICES

- With speed and accuracy, DTS personnel will visit your office to purge, box, and inventory your files. This service can be done during business hours, after hours, or on weekends without disrupting your operations

Contact DTS today for your document storage needs!