

## Compare Penn Records

### Self-Storage Units: Cost Efficiency

- ⊗ Stacking boxes on the floor without special shelving will incur a minimum monthly storage cost of 42 cents per box.
- ⊗ When a rental unit is filled to capacity, another entire unit must be rented, substantially increasing the monthly per box storage cost.

### Self-Storage Units: Service

- ⊗ Sending company employees to find boxes/files will cost wages, payroll costs, liability insurance, mileage and lost office productivity time.
- ⊗ Employees often need to be coaxed to enter these units which can be hot or cold, dusty and disorganized.
- ⊗ Returning files to storage with accuracy is not assured; no electronic recordkeeping

### Self-Storage Units: Security

- ⊗ All unit renters use the same access code to gain entry to the grounds.
- ⊗ The materials stored in these units are unknown.
- ⊗ Will flammables, flooding or acts of nature cause a safety threat to business records stored?

### Penn Records Management: Cost Efficiency

- ✓ Monthly storage costs per standard records storage box are less than 1 penny per day regardless of how many boxes are stored. Only pay for what you need.

### Penn Records Management: Service

- ✓ With a simple phone call, any number of files or boxes requested can be delivered to your office or desktop within hours.
- ✓ Service is charged only on an as-needed basis, eliminating the need for a company to hire additional file clerks or couriers.
- ✓ Returning files are picked up at the customer's convenience and refiled according to our sophisticated electronic recordkeeping.

### Penn Records Management: Security

- ✓ Business records only are stored in company-owned buildings equipped with infrared detectors to prevent unauthorized intrusion; ceiling sprinklers are in place, both armed with 24-hour central station monitoring.
- ✓ All boxes are placed on steel shelving bolted to the concrete floor and engineered to withstand the generally accepted seismic activity in the area.

#### CORPORATE OFFICE

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