



BUSINESS RECORDS MANAGEMENT

*Today's solution for yesterday's business*

## 40 REASONS TO CHOOSE STEVENS & STEVENS!

(PLACE A CHECK ON THE COMPETITION COLUMN)

CERTIFICATIONS & COMPLIANCE	SSBRM	COMPETITION
AAA NAID Certification for Document and Media Shredding	✓	
Privacy Plus Certified after passing SSAE16 (Type-I) Audit	✓	
Annual unannounced audits by NAID Certified Protection Professional (CPP)	✓	
HIPPA Compliant	✓	
NAID Certified Secure Destruction Specialist (CSDS) employee on staff	✓	
FACILITY	SSBRM	COMPETITION
Facility built to withstand 150 MPH sustained winds	✓	
Facility located in a non-flood zone	✓	
Backup Power Systems - two independent 50KW generators	✓	
24-Hour monitored security and fire protection with video surveillance	✓	
Security and fire systems are tested regularly	✓	
Proper Insurance Coverage in the event of a disaster	✓	
Contingency Plan in place & fully tested	✓	
Temperature & Humidity Controlled environment for Hardcopy & Media Storage	✓	
Separate Media Vault with Dry Agent Fire Suppression System	✓	
Owned & operated AAA NAID Certified secure shredding plant	✓	
Access card and Key code are required to gain entry to building	✓	
Clients may schedule tours to visit the facility	✓	
Customer Review Rooms are available to clients at no charge	✓	
SERVICES AVAILABLE	SSBRM	COMPETITION
Hard Copy Document Storage	✓	
Data Storage, Protection & Management	✓	
Secure Document Shredding	✓	
Secure Hard Drive and Media Shredding (E-Waste)	✓	
Document Scanning	✓	
Cloud Storage and Software Solutions	✓	
Document and Media Storage Container sales	✓	
Records Management Consulting	✓	
VEHICLES	SSBRM	COMPETITION
Vehicles are designed for safe transport of Documents & Media	✓	
Vehicles are climate controlled	✓	
Vehicles have security systems & automatic locking doors (Babaco Locks)	✓	
Vehicles are equipped with GPS tracking systems	✓	

EMPLOYEES	SSBRM	COMPETITION
Family owned and locally operated for 25+ Years	✓	
SSBRM maintains a drug free workplace by pre-employment screening & random testing	✓	
7-year background checks on all employees	✓	
Employees are HIPAA trained & certified annually	✓	
Employees are required to sign Confidentiality Agreements	✓	
Drivers are uniformed & required to carry identification badges	✓	
CUSTOMER SERVICE	SSBRM	COMPETITION
24-Hour Customer Service	✓	
State-of-the-art Barcode Tracking System	✓	
Free secure online Document Management software for clients	✓	
Tracked Chain of Custody for lifetime of Documents & Media	✓	

### Certifications & Additional Benefits:



Stevens & Stevens provides **AAA NAID Certified**, secure shredding for paper, computer hard drives and all forms of magnetic media. We are a plant-based shredding company for your added security. By NAID standards, we must pass an additional 17 audit points to meet this standard over the on-site trucks.



Stevens & Stevens holds the **Privacy+ Certification** from PRISM International. This certification demonstrates our level of excellence in the safeguarding of client information contained in paper and electronic records. This industry certification uses the Standard of Attestation Engagements (SSAE 16) audit process to determine qualifications and required an independent audit by a certified public accountant.



We use **Babaco®** locks on all of our vehicles. **Babaco®** truck and cargo van locks come in a variety of models and configurations. **Babaco®** locks eliminate the need for padlocks and most are auto locking insuring the protection of your valuable documents. When the driver is finished loading or unloading, the auto-locks are engaged by closing the doors.

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Toll Free - (855) 573-3900

**MEMBER: AIIM, ARMA, FRMA, PRISM, NAID**

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

