Physical Document Management

ED DATA Contract # 26 EDCP - File Management

Services	Benefits
FileOrganize™ Pack, barcode, label and organize	• Files/boxes fully organized • Gain detailed information on types of records
FileBox™ Our Records Storage Service is a flexible program that is customizable to suit each customer's unique needs	• Reduces the cost of storing / managing records • Frees up valuable office space and storage space • Provides access to your records 24/7 via V-Cabinet
Instant Access™ File level indexing, all files including blueprints are indexed by specific keywords based on customer instructions	• Find your files instantly 24/7 P-Cabinet™ (secure web client portal) • Request files and blueprints for Scan-on-Demand
FileCapture™ Scan active files including blueprints into a digital format and make them available instantly to you through our V-Cabinet Plus™ (secure web client portal) or into a disc	• Find, view, share and collaborate your files 24/7 via V-Cabinet Plus™ (secure web client portal) • Print and email files instantly, saving time with correspondence and increasing productivity
FileTrack-N-Shred™ Secure shredding Services: On-site, Off-site	• Comply with local, state and federal laws. • Save money in storage
FileRetention™ Retention schedule monitoring for compliance with local, state, and federal laws	• Expert Advice in identifying expired records • Regular monitoring of account by in-house archivist for retention compliance
P-Cabinet™ Secure web-based records management application	• Find a box or a file in seconds • Request files for scan-on-demand • Manage inventory • Request supplies
FileTranscription™ Our newest FileBank service! Conversion of written documents into digital documents	• Will continue to meet our market needs • Conversion from written to digital instantaneously

FILE BANK
JUMP TO DIGITAL

Call us today and let FileBank help you "Jump to Digital"

1-800-625-7163 | info@FileBankinc.com | www.FileBankinc.com

Digital Document Management

ED DATA Contract # 26 EDCP - File Management

Services	Benefits
Jump to Digital Program FileBank's Jump to Digital program is designed to enhance your organization's technology investments, streamline office operations, reduce costs, and make your life easier. The program delivers 7 tools to improve how you work and gives you the peace of mind that you'll be able to find what you need when you need it.	• Increase efficiency by 66% or more • Find and view your documents instantly • Rapid deployment • User friendly
IaaS - Virtual Data Centers Pay as you grow virtual data centers, powerful, flexible. Use what you need when you need it.	• Scalable • No Capital House • Customizable • No Hardware • Affordable • No Maintenance • No Upgrades
FileBacker™ Automated online backup.	• Online Backup • Online Data Restoration • Disaster recovery readiness and contingency planning
FileAnalytics™ Specific analytics for Government, Education, Financial, Retail and Non-Profit Organizations. Because FileAnalytics™ operates entirely in our server it can combine data from any sources with high performance. This provides the fastest way to gain insight into how different parts of a business relate.	• Rapid deployment. • Low Total Cost of Hosting • Simple to use • FileAnalytics™ pulls data from almost any data source and visualizes the data in one aggregated Dashboard
V-Cabinet™ Secure web-based digital document management application	• Affordable, scalable and reliable • Find, view, print, email documents instantly • Files association and cross reference
FB– Files Merges your physical and digital information into one easily accessible portal	• Emails, paper documents, blueprints, photos, physical objects • "Your World in One Place"

Call us today and let FileBank help you "Jump to Digital"

1-800-625-7163 | info@FileBankinc.com | www.FileBankinc.com

What customers say about us...

"FileBank saved us $1,300,000 in the first year..."

Adel Ayad, CFO Good Shepherds Services NYC

"FileBank has demonstrated an ability for improvement in our school system..."

Pete Massieu, Facilities Manager, Newark Public Schools

"Their Attention to service, reliability and response time has been excellent..."

Karen Perkins, Business Administrator/Board Secretary, Clifton Public Schools

"FileBank's system is fast, efficient, easy to work and I love them..."

Judy Piscatowski, Construction Department, Township of Belleville

Call us today and let FileBank help you "Jump from Paper"

1-800-625-7163 | info@FileBankinc.com | www.FileBankinc.com

About FileBank

FileBank Inc., established in 1987, is an Enterprise Content Management Company (ECM). File-Bank is committed to delivering services that exceed expectations, out-of-the-box creativity, and sophisticated computer-based solutions. Customer driven, we provide world–class ECM solutions that are deployable at both the departmental and enterprise levels. In this way, FileBank streamlines operations, reduces costs, supports compliance initiatives and shares information with employees, partners and customers. For these, and so many other reasons, we are the choice of Fortune 500 companies, major Fortune 100 financial institutions, governmental, municipal and educational institutions, outstanding national arts and cultural organizations, and numerous local and regional medical providers, legal and real estate firms.

NJDARM — DIVISION of ARCHIVES & RECORDS MANAGEMENT

In 2006 FileBank's Imaging process became DARM certified. Since then FileBank had helped his customers through the DARM certification process.

ANSI — American National Standards Institute

FileBank's new building was built in 2003 under the strict guidelines of the American National Standards Institute which represents over 125,000 business in the United States. They ensure proper compliance of code and laws for the preservation of environmental, health, and safety issues.

ISO 9001-2000 Certification
International Organization for Standardization. Strict Annual audits on quality procedures. Only 1% of Archive companies in the US are ISO certified.

RUTGERS — THE STATE UNIVERSITY OF NEW JERSEY

Rutgers University CCEE Accredited - Classroom
FileBank is one of only 2 state certified teaching facilities for Municipal Clerk continuing education classes.

educational Data Services, Inc.

2007, 2008, 2009 & 2010 Educational Data Services State Contract

McKESSON Empowering Healthcare

MSNJ — MEDICAL SOCIETY OF NEW JERSEY EST. 1766
GOLD CORPORATE PARTNER

23 Thornton Rd | Oakland | New Jersey | 07436
P 800-625-7163 | F 973-279-6235
info@FileBankinc.com | www.FileBankinc.com