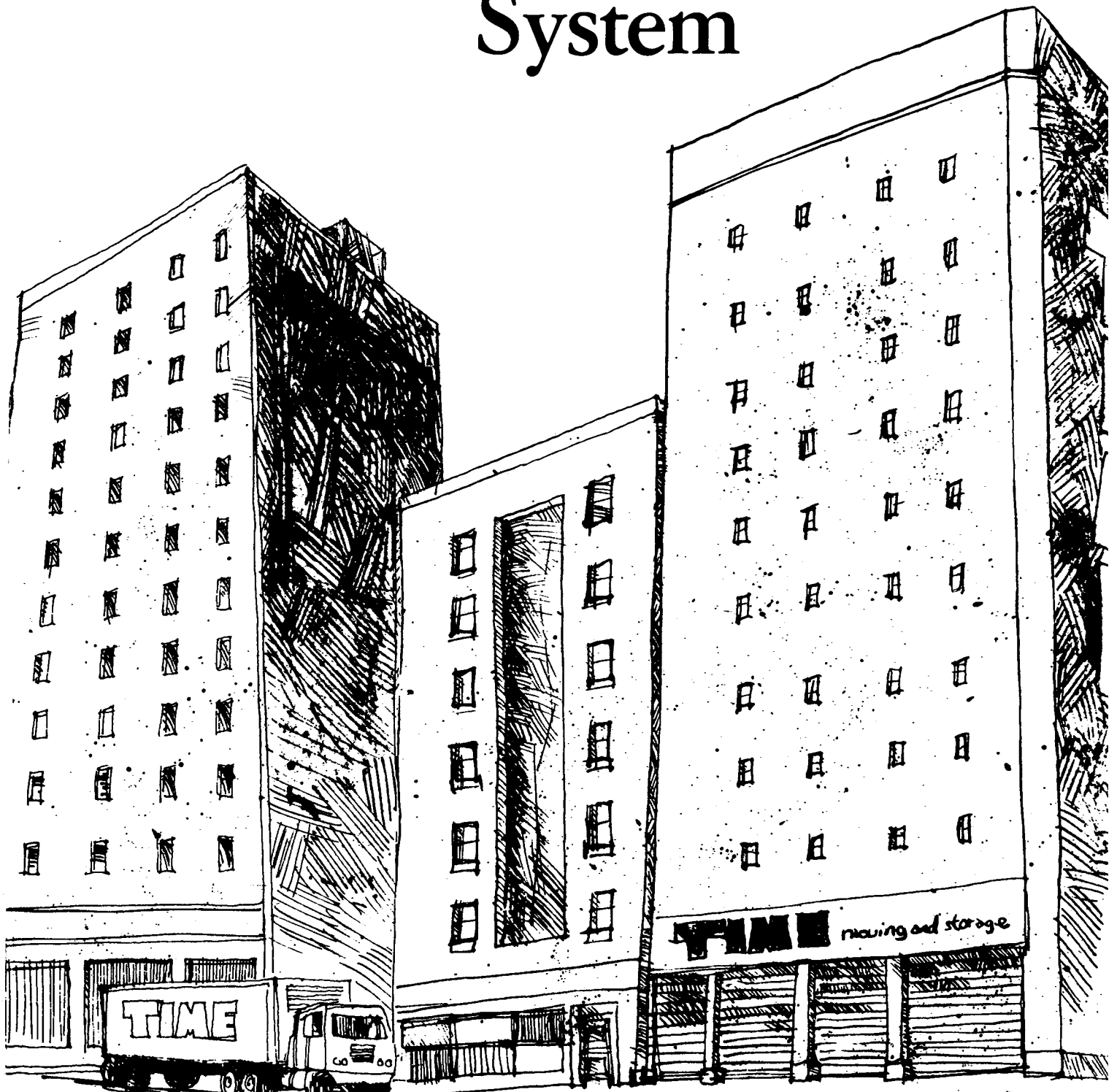


# The **TIME** Office Record Retention System



## Office Record and Retention Storage — The TIME Way

**The TIME System.** At TIME, office and record storage is more than just records gathering dust in a warehouse. It's a total Timed Planning System which is economical, convenient and professional. It includes, consulting and planning, record storage, rapid retrieval, timed destruction, photocopying and delivery. It's the record storage system that's custom tailored to your needs and requirements. The TIME System is predicated on convenient, secure, low cost storage and swift retrieval facilities.

Your organization has special needs and requirements. The TIME Professionals work closely with you in planning and scheduling your particular record storage needs... both short and long term. Whether it's standard record retention, timed file destruction, or retention of legal, historical, corporate documents accounting records or... magnetic tapes, disc paks, microfilm files... a complete TIME System is planned and developed for you.

Once the plan is developed and your space needs are defined the TIME Team of Professionals will proceed with the actual transfer of your records. Our Professionals will pack, tag and label your records to insure an efficient and economical transfer from your office or warehouse to one of the modern TIME warehouse facilities.

Separate enclosed vaults, containers and designated floor areas insure convenient access and security. Access to your records is under tight security. Records are kept showing all visits, authorizations and removals. Written notice or an authorized telephone call sets the retrieval procedure in motion. Your requests will be acted upon immediately... retrieval, photo copying and delivery service is unequalled and... again... designed for your convenience.

The timed destruction of documents, records, complete files, cartons, etc. is planned with you well in advance. This will insure you of maximum economy and efficient space planning. Obsolete records will also be removed and destroyed upon your written request at any time.

**The TIME Facilities.** The new TIME office record storage and retention center is conveniently located in Manhattan at 628 West 45th Street. It features convenient parking, it's near the central United Parcel Service facility, hotels and public

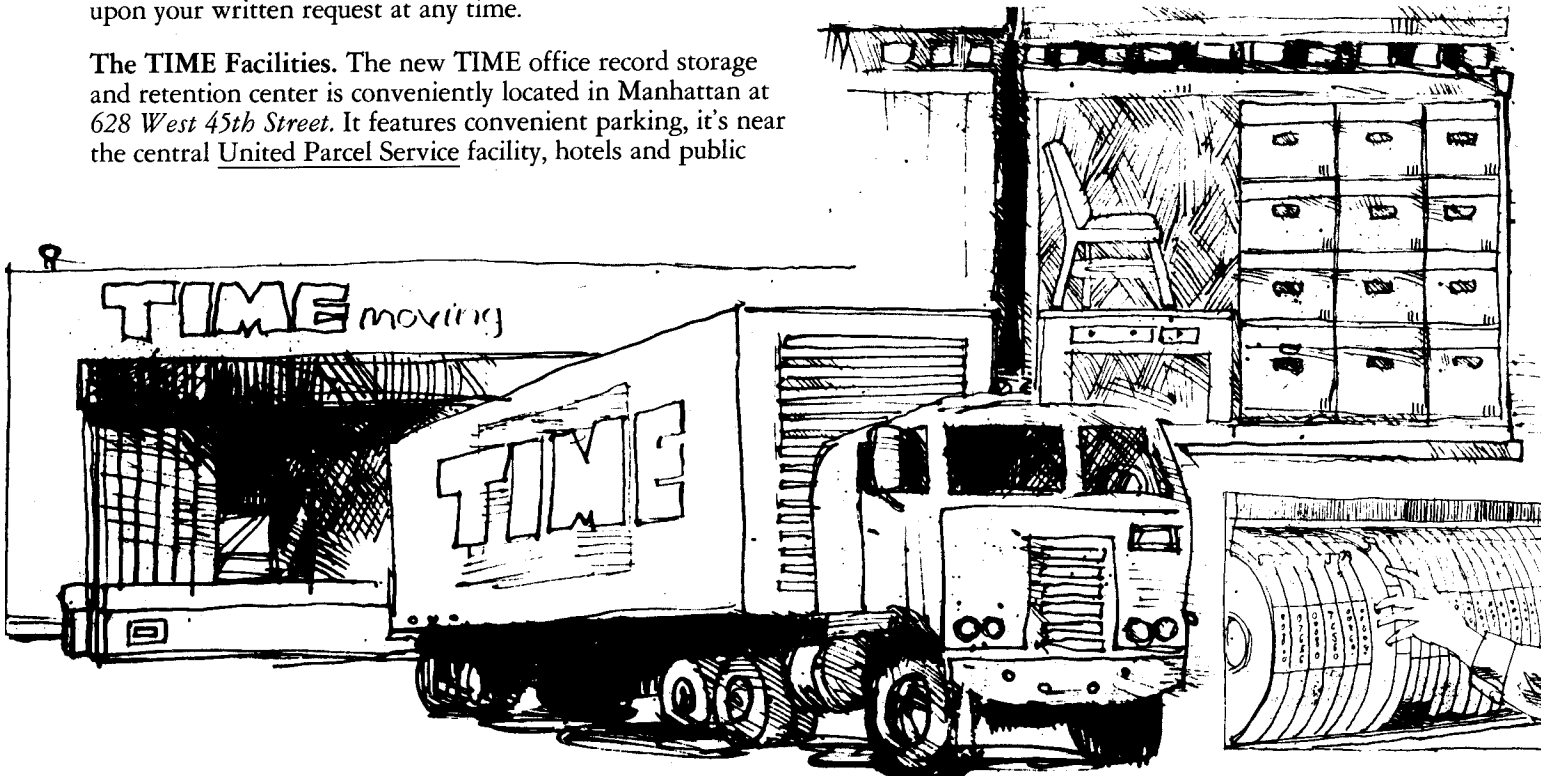
transportation. The center features four tailboard loading bays, three large freight elevators, heavy concrete reinforced floor loads and a certified central station firealarm. The center has Holmes Central Station Alarm System and New York City Police Department service. It's a fireproof building, with a dry sprinkler system, eleven foot high ceilings and 11,000 square feet per floor... all-in-all a modern, secure, safe and convenient storage and record retrieval facility. It's convenient! Whether you're located mid-town, Wall Street or up-town.

If your needs are outside of Manhattan there are other TIME facilities to serve you.

Space at our facilities can be arranged for you on a long or short term lease basis, month to month and by floors, floor areas and special containers.

The TIME storage facility and record retention center has been specially designed not only for record retention but for storage of *office furniture, light and heavy equipment* and *data processing equipment* as well. All of your storage needs can now be serviced under one roof at our new Manhattan facility.

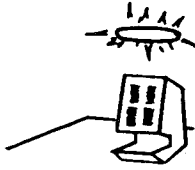
**The TIME Team.** The TIME Team is made up of a group of trained Professionals with many years of experience in all facets of moving, storage and record retention, and removal services. From our executive planners and consultants to our moving and storage supervisors, our foremen, taggers, packers, researchers, file maintenance supervisors, movers and chauffeurs... we all have one goal... fast, reliable, efficient low cost record retention services for our clients... services which include *file management, research, delivery, record retention scheduling* and *planning* and *destruction of obsolete materials*.



The **TIME** Clients. Our clients are among New York's finest. From small companies and professional groups with special requirements to New York's largest banks, stock brokers, credit unions, law firms, insurance companies, etc.

Our facilities have been designed and our capabilities have been developed to meet the specific needs of the legal profession, accountants, banks, computer manufacturers, the export-import industry, real estate brokers and managers, retailers and wholesalers and more. We'll be happy to furnish you with the names of our clients.

### TURN THAT DEVILISH MESS INTO AN ANGEL



**TIME RECORD**



#### WHY USE BARCODES?

Literally, you've seen them on everything from soup to nuts.

And there's a good chance you've not given them too much attention. But the reason they're so popular is that they can feed information into a computer faster and more accurately than anything alive.

Computers are great for sifting and shuffling data, but first they've got to get it. So the warehouseman can either write down the day's activity as he works and type it into the computer later, or he can scan a barcode whenever he moves a box — which saves work, saves time, practically obliterates the chance for error and makes the warehouseman look like a pro all at the same time. We think it's best to scan the barcode.

#### HOW DOES IT WORK?

Very well. You give your customers each a supply of barcoded labels. With a barcoded label on each incoming box and labels on your shelving, all you have to do when you put a box away is scan the label on the shelf and then the one on the box. That starts the whole process. The computer knows whose box it is and records that it came in today. Then it posts the charge for the transaction to your customer's account and, if the box is new, adds a set-up charge. It checks to make sure that the shelf number you scanned is really a shelf number and that there was enough space on that shelf for you to put the box where you said you did.

Outgoing boxes get similar treatment. When a customer asks you to deliver a box, you type the box number into the computer. The computer first checks to be sure that box belongs to the customer who's asking for it and that it's in your warehouse, not your customer's office. Then it prints a bill of lading, including delivery instructions, and posts an access charge to the customer's account. It also prints a pick list for the warehouseman which shows the boxes in the order of their locations so that he doesn't have to run all over the warehouse getting his delivery together.

At the end of the month, the computer's seen the daily ins and outs and it's ready to do the billing. First it tells you about anything fishy, though, like any bills of lading outstanding. Then, when you say you're ready, it prints your invoices.



The **TIME** Office Records/Retention Center,  
Furniture and Office Equipment Warehouse Facility,  
628 West 45th Street, New York, N.Y., 10036

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