



The Leader in Records Management



Document Scanning Services

Fast, efficient process for the conversion of existing paper records to digital archives, increasing access and reducing onsite storage and costs.

Scanning services for any format:

- Standard Office Documents
- 16mm, 35mm Roll Microfilm
- Microfiche (Jackets or COM)
- Large Format Documents/Drawings



Document Storage Services

Solution for offsite document storage and retrieval to effectively store, manage, and safeguard your vital business records and documents.

A local, convenient solution:

- Free Up Office Space
- Reduce Costs
- Keep Records in a Fireproof, Waterproof & Wind-Safe Facility



Secure Document Shredding

Safely and cost-effectively destroy unnecessary paper-based documents. One-time or recurring, our solutions are tailored to you.

Destroy Unnecessary Documents:

- Protect confidential information
- Reduce the cost of managing information that is no longer useful
- Ensure compliance with regulations for information destruction

Sales inquiries to (570) 246-5970 or softhelp@csiu.org