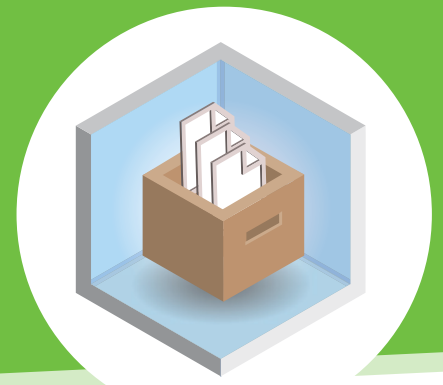


Records Management Services

The documents you need. When you need them.

Consider It Done.™



The document experts at GLC Business Services know records management from front to back—from document creation and filing to storage and scheduled destruction. Plus, we keep a close eye on your record storage and retrieval systems for further efficiencies that will save you time, space and money.

GLC Delivers.

- Establish the best combination of people, process and tools
- Develop and manage a comprehensive document management program
- Perform record searches quickly and efficiently
- Utilize advanced electronic document management technology
- Reduce labor and storage costs
- Organize, file and manage documents from “cradle-to-grave”
- Advise on internal and external records management regulations
- Maintain the latest software and systems upgrades

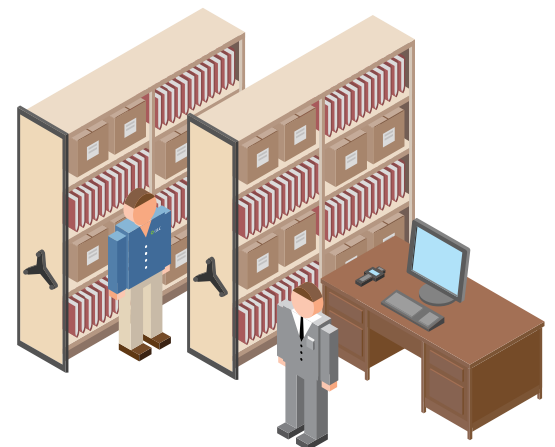
Our Expertise. Your Advantage.

With the right strategy, our full complement of support services can transform your day-to-day operations.

Keeping
you ahead
of the game.

We continually research and review technology, regulations and your resources— if there’s a way to enhance your systems cost-effectiveness, accuracy and accessibility, we’ll find it.

Whatever. Whenever.
It all adds up to the GLC difference.



To learn more about what the GLC difference could mean for your firm, give us a call at 866.258.3910.