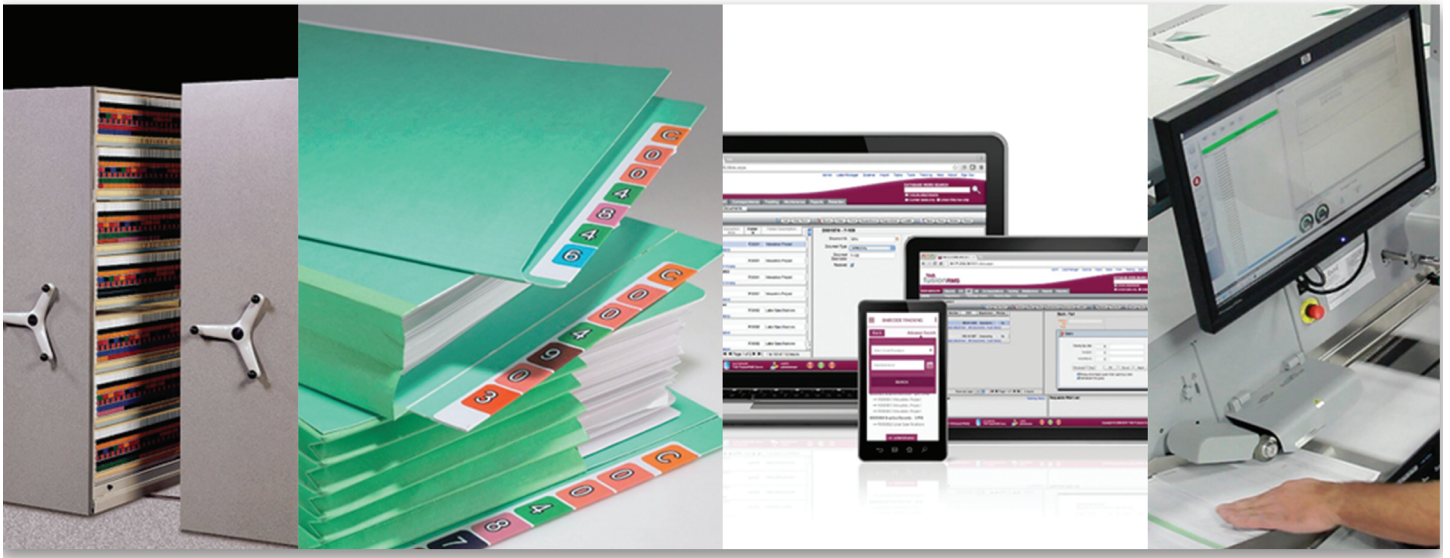




 Tri-State
Systems



High Density Shelving | Supplies | Electronic Records Management



ABOUT US

Tri-State Systems is a comprehensive records and information management company specialized in hybrid environments where both physical and electronic media coexist. For nearly forty years, Tri-State Systems has partnered with organizations just like yours to help you realize additional storage capacity, increased efficiencies, meet regulatory requirements, design and implement best practice records and information management programs. Tri-State Systems is independently-owned, partnering with the best names in the records management industry, and as a result, positioned to bring the absolute best solution to your project.

We are ready to serve you with representation in: Alabama, Delaware, Florida, Iowa, Illinois, Indiana, Kansas, Kentucky, Louisiana, Michigan, North Carolina, New York, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Wisconsin, West Virginia, and San Juan, Puerto Rico. We look forward to working with you soon.



Services

CONSULTING

Tri-State Records & Information Management (RIM) Consulting provides practical records management consulting services to companies who face risks associated with their document management processes, but who can't justify a full-time records manager.

From helping your organization understand its legal and regulatory record-keeping requirements to streamlining document management processes and assisting in the selection and implementation of scanning and electronic document management systems, Tri-State RIM Consulting will help turn your records from a liability to an asset.

We provide RIM program gap assessments to help your organization understand its greatest risks in managing critical information assets. At your discretion, we then work closely with you to bridge those gaps to help you implement documented, repeatable processes that allow you to have a sustainable RIM program you can maintain on your own. The byproducts of a compliant records and information management program include improved employee efficiency, reduced risks in litigation and regulatory investigations, superior customer service, protection of your company brand and, value creation for shareholders.

RELOCATION

Extensive experience in moving county clerk and courts records and file system, banking and financial file systems, medical records, law firms and legal files, human resource records, library media and shelving, and museum collections.

PURGES

Create retention schedules, designing or moving to archival environments, certified destruction services.

IMAGING SERVICES

Organizations everywhere are imaging. Some do it to realize the tremendous efficiencies and benefits, while others are imaging because it has become the required industry standard. Whatever the reason, we've helped hundreds of organizations successfully image their file collections.



CENTRALIZING

Mergers and acquisitions are often the catalyst to most centralized records projects, regardless of the catalyst, and whether you are in the discovery phase or ready for your move, Tri-State Systems is fully prepared to design and deliver a turn-key project.

OUTSOURCING

Whether our services are needed for weeks, months, or years, Tri-State Systems has contracted with companies just like yours to relieve the burden of hiring, training, and managing records and information management professionals. Our people make the difference. Trained on the latest technology and the skill sets required to effectively manage and maintain your records and information in both physical and electronic environments. Duties may include: Creating and Maintaining physical files, converting and imaging to data files, indexing data files, maintaining electronic records management applications, training and support, and research are just some of the things we are actively engaged with on a daily basis.



High Density Shelving

ELECTRICAL MOBILE STORAGE

Electrical Mobile Storage is Tri-State Systems' heavy-duty, high-density, electrical mobile file storage system that offers superior filing density for even the heaviest of media. Double-faced shelving is arranged in a T intersection to the wall, allowing you to create aisles only where and when you need them, with one touch of the directional control. Electrical Mobile Storage heavy-duty file storage system can maneuver carriages up to 40 feet long* and store up to 40,000 pounds of materials. Electrical Mobile Storage is ideal for environments where large amounts of material are stored, heavy materials are involved and user file access is frequent.

*Longer carriages are available. Contact us to request a quote.

MECHANICAL MOBILE STORAGE

Mechanical Mobile Storage is a flexible high-density mobile file storage solution that compacts so you can increase file storage capacity while using less space. It is the ideal solution where space is at a premium. Double-faced shelving is arranged in a T intersection to the wall, eliminating the need for fixed aisles and allowing you to create aisles only when and where you need them.

This sturdy mobile file storage system is designed to last a lifetime. Tri-State Systems-Mechanical Mobile Storage can be configured to your exact specifications, and comes in a complete range of design possibilities to match your environment.

Tri-State Systems-Mechanical Mobile Storage is an ideal solution for filing environments where high density shelving capacity, low access, and secure file storage is required.

MODULAR MOBILE STORAGE

Modular Mobile file storage systems are a cost-efficient way to store more documents and records in less space. Simple and economical, the system puts your existing shelving and filed material on wheels to double the amount of useful space in your storage area.

The system can be installed on any floor surface and installation can be completed without any disruption to your workplace. Modular Mobile file cabinets are easily expandable and moveable, and are an ideal solution for organizations taking the first step to mobile file storage.

LATERAL MOBILE STORAGE

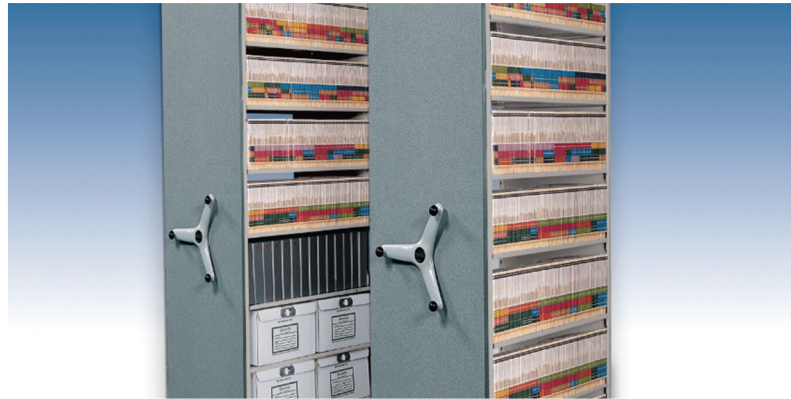
Tri-State Systems's Lateral Mobile Shelving System is a simple lateral mobile storage solution that makes your cabinets even more efficient. The system lets you store more files in less space, as the cabinets are arranged in two compact rows, eliminating aisle space. The front cabinets are mounted on tracks and move from side to side, allowing access to the back row of storage. Access is created only where and when it is needed.

Sections can be configured with up to five cabinets with two in the front and three in the back. Lateral mobile shelving can be seamlessly integrated into your filing room – the front cabinets can be installed in front of your existing cabinets.

The Lateral Mobile System is an ideal solution for high-density, decentralized file areas.

STATIC HIGH-DENSITY STORAGE

With the cost and availability of office space at a premium, efficiency is key. Let Tri-State Systems show you how to get the most from your file rooms with a high-density shelving system. Our experts can help you to improve space utilization, while providing immediate access to your files.



Tri-State Systems's open shelving systems are designed for high-density, highly active filing environments. They allow for immediate access to a large number of files within limited space.

Tri-State Systems's flexible modular open shelving design maximizes your existing space while making it easier to store, retrieve and shift your files.

HIGH-BAY ARCHIVAL SHELVING

High Bay Shelving is a very cost effective way of utilizing spaces where height constraints are at minimum. High Bay Shelving can be installed in a static or mobile configuration and can include a mezzanine. High Bay Shelving works best in archival or less active environments storing items such as open shelf files, archive boxes, books, artifacts, weapons storage and museum collections.

WIDE SPAN ARCHIVAL SHELVING

Wide Span Shelving is perfect for archival boxes and large items. Having a wider span between the vertical support posts means fewer posts taking up valuable space in your storage system. The space that is gained can really add up!

OFFICE FILE CABINETS

With the cost and availability of office space at a premium, efficiency is key. Let Tri-State Systems's experts show you how to get the most out of your available space with our high density office file cabinets and multi-media storage. We can show you how to improve office file space utilization, while providing immediate access to your valuable information.

Tri-State Systems's office file storage cabinets offer twice the filing capacity of traditional lateral rollout drawers with a smaller footprint. They are the ideal solution where accessibility, space and security are issues.

MEZZANINE SOLUTIONS

When space is tight, count on Tri-State Systems to solve your storage challenges. Our shelf-supported mezzanines are built to last with a heavy-gauge, double-rivet, boltless design and keyhole slots that form a rigid framework.

We offer different types of shelving to match your individual application space and usage. Send us your requirements and our engineering department will custom design a system that's perfectly suited to your specific needs. Our turnkey approach includes design, delivery and installation.



Supplies

FILE FOLDERS

Tri-State Systems manufactures a variety of file folders in numerous styles to increase efficiency of your records management system. To meet your individual needs, each file folder style has unique features to work within your current storage system and improve productivity. In addition, we can even provide you with specific file folders with custom printing and factory installed labels and accessories.

Tri-State Systems file folders are available in letter/A4 or legal size and in top tab, side tab and end tab folder styles. Options for file folders also include accessories such as pockets, dividers and fasteners, and a range of materials including reinforced and eco-friendly, 100% recyclable alternatives.

Court Case Files

Perfect for bulky and active legal files, or any records you need to keep in chronological order. The fastener is installed on a special flap so the first page in the file file is always in the front. No need to remove paper to keep the documents in order. Double thickness back stands up to lots of handling. Holds up to 2" of materials. Tabs are higher for better visibility in drawers. Extra wide tab allows room for color-coding or subject labels. Available in manila and eight colors for coding different case types.

LABELS

Using a color-coded filing method can reduce your retrieval time by 40%. Tri-State Systems' color-coded filing method forms an identifiable pattern-getting you to your information faster. Misfiles interrupt the pattern, which allow for immediate identification and simple correction.

Based on the number of files and the information structural need, Tri-State Systems can design the optimal color-coded indexing method for your specific situation. Color-coded indexing methods include:

- Alphabetic
- Numeric
- Alphanumeric
- Terminal digit
- Standard identifiers to your specific industry
- The right color-coded indexing system will virtually eliminate misfiles, improve retrieval times and increase efficiency.

Wide Range of Labels

If you prefer manually labeling files, Tri-State Systems offers a full range of self-adhesive color labels and labeling software such as TABQUIK and NETLABELS.

Benefits of Color Coding

- Improves retrieval times
- Reduces risk of file loss
- Eliminates misfiling
- Increases employee efficiency and productivity

Custom Labeling Services

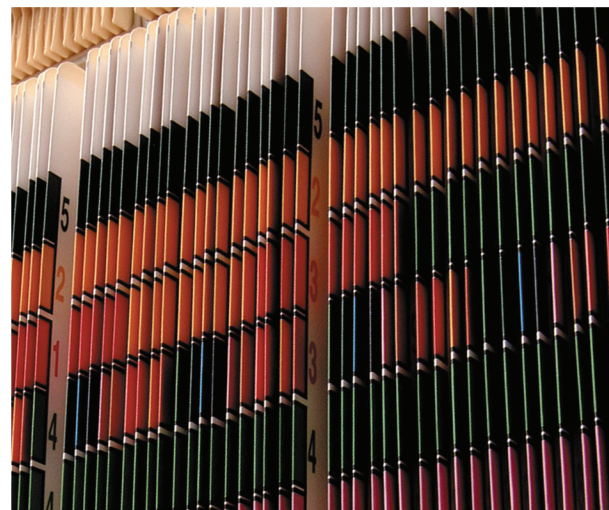
Tri-State Systems' Custom Labeling Services are cost efficient and a timely way to apply color-coding when generating or converting a sizeable amount of files.

One Time Project Bases

Tri-State Systems will take your supplied database of files that need to be created and can apply all the appropriate labels, providing you with ready-to-use, color-coded folders. Your employees will be able to concentrate on their principal activities rather than on file creation.

Ongoing Project Bases

Also check out our Rapid Response Color-Coding Service, our high-volume customized labeling service. Tri-State Systems commits to your records management process by pre-planning your order capacity based on your specific requirements. As soon as we receive your data, your order is immediately produced. You receive your color-coded files exactly when and how they are needed!





Electronic Records Management

PHYSICAL FILE TRACKING APPLICATION

Find Files Fast

Track the location of every folder in your filing system, whether it's in the file room, on someone's desk, or in offsite storage.

- **Easy Search:** As easy to use as Google, users can instantly locate and determine the status of paper file folders, groups of folders and storage boxes.
- **Automated File Requests:** Users can ask for files right from their desk or the field, and receive automatic status updates.
- **Eliminate Lost Files:** TAB FusionRMS automatically tracks files and maintains detailed usage histories.

Get Compliant

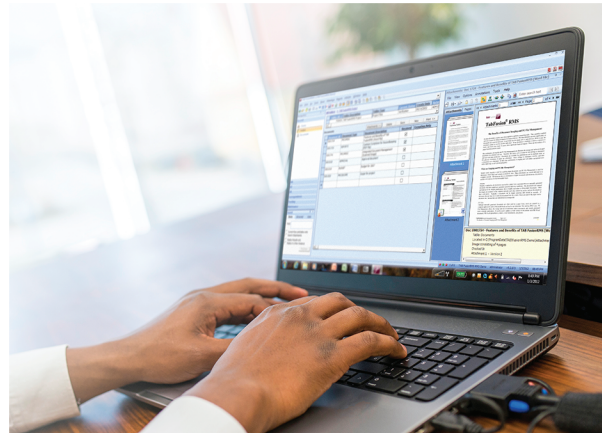
TAB FusionRMS helps you reduce compliance risks associated with physical records.

- **Retention:** Automatically applies records retention schedules and final disposition based on preconfigured business rules.
- **Classification:** Your classification system is automatically applied to files and documents.
- **Audit Trail:** Complete file history reports—including users, locations, and any changes made along the way.

Better Management

Managing the physical records lifecycle has never been easier.

- **File Requests:** Users can request files from their workstations and receive automated alerts if a file is in use, or has been requested by another user.
- **File Tracking:** Keep track of the location of every folder, whether it's in active storage, checked out by personnel, or has been moved to inactive storage.
- **File Retention:** Your retention schedule is automatically applied to all files in your system.



RECORDS MANAGEMENT APPLICATION

A Powerhouse in Records Management

Do you need a method to easily store, track and manage your records across each avenue of your organization? A software solution may be the answer.

Record Keeping Simplified

Tri-State Systems FusionRMS helps you manage the lifecycle of your paper, physical and electronic records. From classifying and maintaining to organizing and accessing your documents, this comprehensive Records Management Software system allows you to preserve and secure all of your valuable information in a single, easy-to-use system.

We offer a collection of fully customizable and scalable software products including:

- Tri-State Systems FusionRMS Essential
- Tri-State Systems FusionRMS Physical Recordkeeping
- Tri-State Systems FusionRMS Electronic Recordkeeping
- Tri-State Systems FusionRMS Enterprise

FusionRMS is also available in industry-specific styles, based on the needs and requirements of your business. These solutions contain the language, workflow and data-reporting functionality specific to what you do.

Our revolutionary software solutions are being used by hundreds of companies in the commercial, government, law enforcement and healthcare sectors—discover how it can benefit your company today.



