

1) Documents are electronically inventoried and then transported to a Stria secure records center



2) Documents are stored in a secure, climate controlled area



3) When Documents are needed the customer submits a secure Web-based request form; Staff are immediately aware of the request



6) Documents are processed according to the document disposition service agreement (returned to storage, returned to customer or confidentially destroyed)



5) Documents and index data are electronically deposited into the customer's document management system via SFTP or VPN; Alternatively, documents are made available for download via Stria's secure document portal



4) Stria locates appropriate box(es), removes documents from box(es) and cycles the documents through the SecurPaper document imaging process

