

Effective records management is critical, especially with the growing volume and complexity of today's documents. You need the right documents filed in the right places so that you can access them the minute you need them. The GLC team is skilled in records management – from creation of the file through all phases of records retention. We'll assess your current standards and processes for record storage and retrieval. We'll evaluate your current resources for labor, space, and technology. And we'll create a plan that suits your needs perfectly.

You can count on GLC to:

- Provide the best combination of personnel, technology, and process for your organization
- Develop and manage a comprehensive document retention program
- Perform record searches quickly and efficiently
- Utilize leading technology for electronic document management
- Reduce labor and storage costs by optimizing your use of space – at the office and off-site
- Organize, file, and manage documents from creation to planned destruction
- Help your firm to comply with all internal and external records management regulations

The GLC Edge

We have a long history of loyal customers and loyal employees. We know what really matters to both groups – so our experienced site managers are empowered to make decisions and take action to ensure that your operation runs smoothly. Our people are skilled team builders who will select the people and the tools that best fit your needs and your culture.

Your team will be focused on providing exceptional customer service – and whatever that may require. In addition to telephone and reception support, GLC offers:

- Copy, fax, and document production
- Records management (including KwikTag® Digital Filing)
- Telephone and reception support
- Mail and messenger service
- Office support services
- Office supply management

