Put the key to document security in your hands.

Document Management Solutions

From credit card transactions and guest information to employee files, your hotel handles sensitive information every single day. That’s why keeping your documents confidential is of the utmost importance. Not properly handling and disposing of confidential customer, employee or business information can put your business at risk of identity theft and non-compliance with regulatory requirements.

Cintas Document Management Solutions can customize a document security program that will meet your business needs. From secure document storage, scanning and imaging to confidential shredding, our solutions take the burden off your hotel staff while providing the maximum level of security for every employee and guest.

The Cintas Advantage

At Cintas, we’re information security experts and can help you remain compliant with important regulations such as FACTA, GLB and SOX. Our knowledge of security laws will help you implement a program that can minimize your risk of fines and penalties, and give you control over your important customer, employee and business documents.

Cintas will customize a cost-effective document management program just for you, based on your company requirements. You choose only the services you need and how you want to use them—whether you want secure storage and imaging with 24/7 web access to electronic files or shredding of confidential documents on a regular schedule.

Document Services

- **Document Shredding**
  - Either onsite or at one of our secure facilities

- **Records and Media Storage**
  - Save space and improve control, access and sharing of your documents, internally and externally

- **Imaging and Management**
  - Scan and index your important documents and make them available 24/7 via a secure web site

- **Product Destruction**
  - We can destroy a variety of non-paper products at your request including hard drives, ID tags, or clothing
Document Management Services

Document Shredding
Enhance compliance and security with safe, reliable shredding based on the frequency you select—daily, weekly, monthly or “as needed.” We are the only nationally AAA NAID certified provider with national coverage, guaranteeing the highest standards. Based on your business needs, we offer offsite destruction or onsite shredding using state-of-the-art shredding vehicles which feature cameras and automatic feeding and dumping for secure destruction while you watch.

Records and Media Storage
Guard transactions and personal files against unauthorized access safely and cost-effectively. Our document storage facilities are equipped with 24-hour security cameras, alarm systems and complete fire protection systems. Electronic media and bar-coded hard copy files can be stored and made available on the web for 24/7 access anytime, anywhere so you can quickly resolve billing and other customer issues.

Imaging & Management
Reduce content management costs associated with locating, copying and recreating office documents. We’ll scan your documents to CD-ROM or any other digital media then index them according to your needs to allow you to search, access and edit information. Images are also converted to meet your viewing and storage requirements.

Product Destruction
Whether it’s hard drives, ID tags or clothing, just discarding such items may leave you open to identity theft or fraud. Cintas will pick up the items you want destroyed in a secure truck and bring them to one of our secure facilities to be thoroughly incinerated or shredded.

Ask yourself these important questions

How do I currently store and retrieve my business documents?

Are my employees responsible for shredding their own documents?

Are my employees trained on how to handle personally identifiable information and how to dispose of it?

Am I aware of the government regulations regarding the safeguarding and destruction of confidential information?

Contact your local sales person for a customized risk assessment.

Call your Cintas Sales Representative at 1-800-CINTAS1 or visit www.cintas.com for more information and to find out if Cintas Document Management Solutions are available in your area.