



2009 Holiday Closings

The employees of Williams Records Management honor the holidays listed below. As always, staff is available 24 hours for Emergency Retrieval services on these holidays.

| | | |
|--------------------------|----------|-------------------|
| New Year's Eve | Friday | January 1, 2010 |
| President's Day | Monday | February 16, 2009 |
| Memorial Day | Monday | May 25, 2009 |
| Independence Day | Friday | July 3, 2009 |
| Labor Day | Monday | September 7, 2009 |
| Thanksgiving Day | Thursday | November 26, 2009 |
| Thanksgiving – day after | Friday | November 27, 2009 |
| Christmas Eve | Thursday | December 24, 2009 |
| Christmas Day | Friday | December 25, 2009 |

COMPREHENSIVE RECORDS MANAGEMENT SERVICES

Secure Storage ▪ Preparation of Records ▪ Pick Up & Delivery ▪ Prompt Retrieval Service
Computerized Inventory Control ▪ 24/7 Access ▪ Bar Code Label Control ▪ Refiling & Interfiling
Certified Destruction ▪ Photocopy / Fax Service ▪ File Indexing & Cataloging
Active File Management ▪ Medical & X-Ray Records Management
Storage Cartons ▪ Consulting Services ▪ Outsourcing Services
Online Data Backup ▪ Recovery (E-Vaulting)
Off-Site Data Protection

(3 2 3) 2 3 4 - F I L E

www.williamsrecords.com