



2010 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 Day	Friday	January 1, 2010
President's Day	Monday	February 15, 2010
Memorial Day	Monday	May 31, 2010
Independence Day	Monday	July 5, 2010
Labor Day	Monday	September 6, 2010
Thanksgiving Day	Thursday	November 25, 2010
Thanksgiving – day after	Friday	November 26, 2010
Christmas Eve – day before	Friday	December 24, 2010
Christmas Day – day after	Monday	December 27, 2010
New Year's Eve	Friday	December 31, 2010

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

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