

# CARIEND®

*Superior care for your records.*

# CUSTODIAL RECORDS MANAGEMENT

FOR BUSINESS

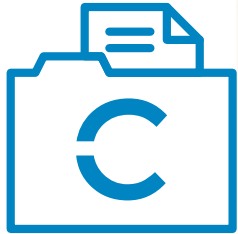
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**CARIEND**  
CONTINUUM



# THE **CARIEND** CONTINUUM

## **What problem are we solving?**

Your business is ceasing operations, but laws still require records to be managed for various time periods, depending on where you live, and what type of records are involved. The laws cover record types such as finance, employee, and legal documents. If the records are not properly stored, released, and ultimately destroyed when the statutory retention is met, you could face regulatory fines and penalties, or at least the disruption arising from those who demand copies of records they are legally entitled to. ***Cariend understands the challenges associated with closing down a business***, especially when there are additional circumstances such as bankruptcy, estate, or timing pressures. Our team has significant experience in helping wind down businesses, providing value-added insight on items beyond how to effectively manage the records.



## Custodial Records Program

Cariend provides a comprehensive solution for the business records you no longer have the means or desire to store through the required retention period. We help you centralize your records from a variety of sources, including ***inbounding*** and ***cataloging*** the records, ***storage***, ***Release of Information*** (ROI) and ***secure destruction*** at the end of the record lifecycle. Our team of experts understands your exact needs and provides you with the ability to simply walk away, knowing the records will be managed in a way that minimizes your risk, and ready to be accessed in a compliant manner, should the need arise to access the records. We can help you formulate a plan to identify who is entitled to access the records, and how the records need to be organized to support those efforts, if needed.



### **Inbounding and Organizing Your Records**

Cariend will work with you, to understand your records, how they are organized, and the variety of formats you may have.

Cariend will help transfer your records to our state-of-the-art facility, in a cost-effective manner, while providing assistance with technical challenges that may arise. Physical records are barcoded and indexed for rapid access by our inventory control system, and electronic records are stored in our secure filesystems for immediate retrieval by our ROI Support Team.



### **Release of Information (ROI)**

During our setup process, you can designate one or several authorized personnel who are entitled to access certain records. Once we take possession of your records, those authorized requestors work directly with our ROI team, to ensure record copies are released in a timely and compliant manner. Cariend utilizes the same basic processes and applies the same level of care for managing business records as we do for medical records customers, which is highly regulated and demanding.



### **End of Term Destruction**

When you engage Cariend to be the Custodial provider of your records, the destruction dates will be determined and authorized by you at the start, relieving you of any worry or hassle when the retention of your records is met. Upon reaching the required retention period, records automatically undergo our secure destruction process, which is AAA Certified by the National Association of Information Destruction (NAID). This includes any electronic records, eliminating the possibility of breach or liability beyond the required retention period.

## **Pricing and Payment**

Our pricing is based purely on the volume, nature, and retention of the records. The price we quote for your specified record set will be exactly what your invoice will be, unless there are changes to the specifications. Once we confirm final specifications and create your proposal, our pre-payment model ensures you won't get hit with any surprise charges later on.

## **About Cariend**

Cariend was founded on the principle of solely providing Custodial Records services to those in need. We recognized this was a gap in the records management industry, and we strive to deliver the best experience possible, for those who trust their records to our care, treating your records as if they were our own. Our management team has decades of experience serving compliance driven industries, such as healthcare, legal, and finance, with specific expertise in managing records for discontinued operations. We understand the challenges associated with winding down a business, and we can help you navigate the process to walk away from the burden, ensuring your records are managed in the most cost-effective way, while maintaining compliance.

## Examples of **Custodial Records** applications for business records:

- ✓ Bankruptcy/liquidation
- ✓ Acquisitions
- ✓ Retiring/deceased ownership
- ✓ Partial shutdown of operations/discontinued products
- ✓ Compliance requirements

## **With Cariend Custodial Records Management**, you can walk away from your business records, while achieving:

- ✓ Securing and consolidating the records
- ✓ Ensuring Compliance
- ✓ Cost Reduction and Control
- ✓ Minimizing Risk
- ✓ Eliminating hassle for you and your staff
- ✓ Trusting your records to a provider that is dedicated solely to this service and treating your records exactly as you would ideally want to see them handled

LEARN MORE ABOUT **CARIEND:**



Your moment begins now. To get started with  
the closure process, call Cariend today at  
**855.516.0611** or visit us online at **CARIEND.COM.**

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