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WHERE RECORDS MANAGEMENT SERVICES COME FULL CIRCLE

STORAGE • DELIVERY • RECORD RELOCATION • LIBRARY INTERFILING • REORGANIZATION • UPDATES • SATELLITE LIBRARIES • SHELVING CONSTRUCTION • DESTRUCTION • RECYCLING • 24/7 EMERGENCY SERVICE • DATA ENTRY

## Capability Statement

### Company Description and Mission Statement

The Quinlan Companies, Inc. is a small, veteran owned company founded in 1932, and based in Providence Rhode Island. Records management facilities are located in Rhode Island, Texas, Florida and Maryland. Our mission is to build strategic, long term relationships with the healthcare, legal and general business communities throughout the country. Our primary goal is to provide exceptional records management services, while protecting the confidentiality of our customers' information. Our hope is to add value to the federal government procurement process, by helping to fulfill the target of purchasing through small, veteran owned businesses. We support our customers through rapid response times, exceptional reliability, 24/7 accessibility and controlled costs.

#### SIN #'S:

51-504...Records Management Services  
51-505...Document Production On-site/Off-site  
51-506...Document Conversion Services  
51-507...Destruction Services

NAICS Codes: 493190, 331419, 561499,  
524298, 518210, 493110, 519120, 561210,  
561990

Duns # 008324241



GSA Schedule Contract Number:  
GS-03F-0029W

[www.quincos.com](http://www.quincos.com) 888.416.5353

### Services and Products

The Quinlan Companies focuses on services and products that add value to the records and information management. We listen to our customers and create comprehensive solutions that meet their needs for managing physical and electronic records by:

- Developing a records storage plan, which includes the short and long-term storage of physical records and digital information.
- Managing file room operations including receiving, inventorying, organizing, labeling, storing, indexing, retrieving and scanning records.
- Executing a retention policy to archive and destroy records according to operational needs, operating procedures and regulations.
- Converting analog mammography films to digital records.
- Converting paper based records to electronic records.
- Designing and developing, and configuring web-based programs to view films and records using an internet browser.

The Quinlan Companies utilizes the latest technologies to provide superior services in managing records and information. We recognize that creating a compliant records management is complex. It requires professional expertise that Quinlan possesses such as:

- Managing voluminous amounts of records received, retrieved and delivered daily.
- Setting up comprehensive policy, procedures and access controls.
- Keeping up with complex and ever changing retention, regulatory and privacy issues.
- Establishing a consistent plan for managing all aspects of a records' life cycle.