



OUR PEOPLE MAKE THE **DIFFERENCE**[™]

Whether paper or electronic, your records are the foundation of your firm. In today's ever-changing world, records grow in hard copy format, e-mails, and exabytes of electronic records, so they should be managed the right way. Partnering with TDS controls department costs, maximizes efficiency with proven processes and technology, and improves access to information wherever you are working.

From total outsourcing, expert digital conversion services to project management, TDS provides knowledgeable professionals to help you achieve your business goals. The TDS team develops intelligent systems to help your firm access information faster, which often increases billable hours, while staying compliant with information-related statutes. We determine the most efficient digital migration strategy for your high-value records and information, while digitizing your collections in the most efficient manner possible.

Records Management

Information Governance

Digitization of Documents

Office Support Services

Merger & Move Management

**Outsourced Management
and Project Support**



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