



**RECORDSAVE**  
GOVERNMENT RECORDS PRESERVATION

A division of  
**HF Group**

### Frequently Asked Question's

**Q:**  
What qualifies RecordSave \ HFG to enter the government records market?

**A:**  
Our background and experience in conservation treatment (Etherington Conservation Services) and digitization (Digital Conversion Solutions) makes us uniquely qualified to step into the records market with specific knowledge of what records administrators have expected in the past and need in the future.

**Q:**  
What experience does RecordSave have that is pertinent to Government Records restoration and products?

**A:**  
Our company has over 80 years of experience in handling, treating, repairing and reformatting materials for libraries, museums and special collections as well as government agencies, municipal and county governments.

**Q:**  
Why hasn't The HF Group offered Government Records Preservation on a wide scale until now?

**A:**  
Our roots have largely been in library preservation and conservation treatment with a relatively small government records component. Our prior diversification and focus has been primarily on expanding new services (digitization, digital printing & reproductions, specialty enclosures, etc) to our existing customer base.

However, municipal and county records preservation efforts have changed greatly in the past 10 years or so. Materials have deteriorated further, natural disasters have heightened the vulnerability of "single source" information and more funding has become available for the preservation and reformatting of these one-of-a-kind documents.

Lastly, the records product and preservation market used to be fairly fragmented. Over the past 10 years or so, that has changed and there are many fewer competitors in the market. Based on all of these factors and our company's background in related markets, it seemed both a logical and natural step for our company to expand further into records products and restoration.

**Q:**  
How will we work with your company to do assessments and receive proposals?

**A:**  
We anticipate introducing both a direct contact and client representation channel. In addition, we also hope to align ourselves with a number of dedicated regional dealers who are familiar with the needs of city and county administrators based on their years of service and firsthand knowledge of the challenge at the local level.

**Q:**  
Are there restoration jobs that are too small or large to meet a county requirement?

**A:**  
Our capabilities and capacity allow us to restore one record book or several hundred as a time. Whether the requirement is purely restoration or whether the project requires reformatting, new books or reproductions, RecordSave has the skills, experience and capacity to handle most any project.

**Q:**  
Who do I contact for assistance and where will my material be handled?

**A:**  
Tim Baumgardner, Sales & Business Development @ 513-659-3267 ([tbaumgardner@thehfgroup.com](mailto:tbaumgardner@thehfgroup.com))  
Eric Fairfield, Vice President @ 336-790-7055 ([efairfield@thehfgroup.com](mailto:efairfield@thehfgroup.com))

References from past and current, county records restoration clients is available upon request.