

April 1st, 2009



## FILEBANK TIP OF THE MONTH

For the protection and security of information being stored for our clients, only individuals on your current authorized requestor list are permitted to make requests for the delivery of documents. Please contact customer service for further details on regularly reviewing the authorized requestor list to insure that it is up to date and that the delivery addresses are correct.

## RECORDS MANAGEMENT MONTHLY

### FileBank's Imaging Road Tour 2009

*The FileBank Road Tour is on the streets and bigger and better than ever.*



Alex Hoffman, FileBank's Imaging Specialist, is coming to an

**office near you.**

Don't miss your opportunity to learn about the cost savings benefits of introducing document scanning into your daily file management process.

*If you wish to learn more about imaging and how it may benefit your company, contact Marcia Snow at (416) 798-1404 or [msnow@filebank.ca](mailto:msnow@filebank.ca).*

### ARMA

Will be Hosting an Information Management Symposium  
April 23, 2009

At  
The Metro Convention Centre  
8:30a.m.-5:00p.m.  
(followed by a reception  
5:00 p.m.—7:00 p.m.)

FREE to members or non members

For further details or to register visit the ARMA website at [www.armatoronto.on.ca](http://www.armatoronto.on.ca)

## Coming Soon— Disaster Recovery Webinar

Today's businesses face ever growing data protection and recovery challenges.

Ask yourself, "Does my company have a disaster recovery plan?"  
"What measures are in place today if my company should suffer a serious system problem or loss of critical data?"

FileBank will be hosting a Disaster Recovery Webinar in the month of May. For further details please contact Customer Service at (416) 798-1404.

### Correction Notice

An error was made in our March newsletter regarding our article on Climate Controlled Storage. It was stated that the temperature is set to 68 degrees Celsius when in fact it should have read **68 degrees Fahrenheit**. We apologize for any concern this may have caused.