

January 1st, 2009



RECORDS MANAGEMENT MONTHLY

FileBank is having a **BOX SALE!**

**Purchase 25 or more letter, legal
size file containers and receive up
to 40% savings**

*For further details
please contact the
Customer Service de-
partment at
(416) 798-1404 or
orders@filebank.ca*

Expires 01/31/2009



Never Enough Time

Are your file cabinets filled to capacity? It may be time to think about clearing out the older files to make room for the new.

If your find your time is limited, FileBank will

assist your company with the task of packing and indexing your records, providing experienced staff and supplies. Call us today for a quotation .

FileBank provides a

wide range of services related to your document management needs. For more information on how you can reduce costs, increase data accuracy and improve efficiency, contact us at (416) 798-1404.

EDCWEB TIP OF THE MONTH

When looking for items using the Search option on the inventory tab, applying the Filter will eliminate some of the unwanted results. To utilize the Filter click on the SHOW feature located above the Search field and type in your criteria.

ARMA Toronto's 40th Anniversary

To mark ARMA Toronto's 40th Anniversary, the Toronto Chapter of ARMA International is hosting a "Gala Celebration in honour of this special milestone.

Location: City of Toronto Archives—Spadina

Date: January 28, 2009

Time: 4-7 p.m.

Admission: FREE

Limited space is available! Register early by visiting ARMA's website event registration area at <http://members.armatoronto.on.ca/event.html>.

For further information, please contact Jerry Kofsky at jkofsky@firstonsite.ca or ARMA Toronto at communications@armatoronto.on.ca