



Records Management Monthly

July 1, 2009

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FileBank Tip of the Month

Keeping an updated retention schedule will ensure that your company's older documents can be disposed of when they are not longer useful.

To review and/or update your retention schedule please contact Customer Serviced (416) 798-1404 or orders@filebank.ca.

Category of Links

Document Management

Is on-site storage of your documents taking up valuable office space?

Off-Site Data Security
Fires, Blackouts, Flooding, Explosions, Theft.

Document Imaging



Manage Your Paper Documents Electronically

Web access to your records is a lightning strike to traditional models of record storage and delivery. The FileBank client web software is supremely flexible and powerfully integrates your company's records – from archived materials stored at FileBank to on-site active documents. **Imagine every document in storage available electronically...NOW!**

With encrypted on-line access, FileBank clients can search boxes, files or tapes in your inventory, request deliveries and pickups, create and print bar codes, manage backup schedules, produce reports and more.

PLUS New On-line Options!!!!

- ☞ Scan your documents direct to FileBank from your desktop
- ☞ Import digital files and attach them to existing files offsite
- ☞ Unlimited access to scanned documents
- ☞ Email imaged documents right from your desk top
- ☞ Create and manage destructions
- ☞ Add new departments and record retention types to your Account

CALL NOW TO RECEIVE YOUR CLIENT WEB ACCESS!

(416) 798-1404 or orders@filebank.ca

Record Storage Cost Cutting Tips

As the volume of records stored off-site increases exponentially each year, so do the costs of storing and retrieving those records. What can you do to control these costs and improve your company's bottom line? The answer is to establish and implement a policy that prescribes what to store and for how long. These elements are specified in a **records retention schedule**. It identifies what records you have, how long you need to keep them to meet operational and regulatory requirements, which department or group needs to keep them and why.

From simple document imaging with desktop retrieval, to more complex conversions

Secure Document Shredding
Assigning the task of shredding documents to yourself or your staff can be inefficient.

Contact Us

<http://www.filebank.ca>
orders@filebank.ca



If you do not wish to receive this newsletter please contact Marcia at msnow@filebank.ca.

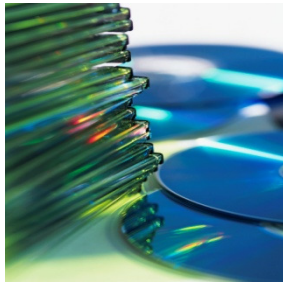
Development and implementation of a records retention schedule is the best way to control the growth of your off-site records. Annual destruction of outdated information maintains your company's off-site documents at its most cost effective level and ensures compliance with your present retention schedule.

FileBank can refine your account setup to enable the automatic input of a Proposed Destruction Date according to each record type. This type of information will allow FileBank to supply you with time saving reports from a centralized secure database.

If your company does not have a current retention schedule, FileBank provides consulting services to develop Retention plans as well as Disaster Recovery plans

Should you require further assistance please contact us at orders@filebank.ca.

Data Backup Planning



I would like to thank all our clients who participated in the hour long webinar on Data Backup Planning held on June 16th. The webinar was presented by David Mielke, Sales and Service Manager of FileBank IT Solutions.

If you were unable to attend the webinar but would like further information on Disaster Preparedness please contact Marcia Snow at

msnow@filebank.ca.