



THE FILE ROOM

R E P O R T E R

The File Room is pleased to announce the arrival of:



Software Update: We are now operating under the **Total Recall Records Management Software** program. This exciting new program will allow clients to have 24-hour access and expanded capabilities ALL via the Internet. Some of the features of this program will allow you to request container/file pickup and delivery, update container information, request new box delivery and view your inventory -- just to name a few.

If you are interested in using this program via the Internet, please call us. We will set up a time to stop by your office and give you a quick tutorial and overview.

Thank you for being a valued client and we will see you soon!

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Total Recall Software Program makes its debut!

Storing to the File Level

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Proper Storage of Vital Records

COMING SOON: Locking Containers

Watch for the "Customer Satisfaction Survey" which will be mailed out soon!

Is Storing to the FILE LEVEL Right for Your Company?

Depending on the type of records you are storing with The File Room, you may want to consider storing to the File Level. File (or chart) level indexing, with barcodes assigned to each file or chart, allows you to easily and quickly find anything that is packaged in that carton.

We can help you determine if storing to the file or chart level is right for your company. Just call Marty or Rita at 314-209-0600 and they will be happy to help you!

vi·tal re·cords (noun)

Definition: Concerned with or recording pertinent data.

"Vital records" are those records necessary for the continuation of your business in the event of a disaster. Typically not more than 10% of an organizations records will be considered "vital".

Once identified, vital records must be protected. This is generally done by maintaining a duplicate of the record in an off-site, secure location. Storing a copy of your backup tapes in your company's computer room, for example, does not offer the proper protection for vital records. *

DID YOU KNOW??

- We have the ability to import customer inventory lists from your Excel spreadsheet directly into our system. Feel free to email instead of handwriting all of those transmittal sheets.
- The average full legal-sized carton weighs approximately 70 lbs, and the average standard sized carton weighs between 35-40 lbs.
- Not only do we store containers, but we also store media tapes, microfiche, office furnishings & more!
- Offices use more than 6.4 million tons of paper a year! *
- Americans are going through more printing and writing paper than ever -- more than 200 pounds per person compared with 103 pounds in 1966! *

* Source: FIREPROOF: For the Record, Vol. 4 Issue 1

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