

5 Tools

to get the most out of

Associated Records Inc.

The Tools YOU Need...to Succeed!

Outsourcing your document destruction process with Associated Records, Inc. was a wise decision on your part, saving you time and money, and increasing your security and compliance abilities. There are a few things you should know that will greatly enhance your experience with us, and the effectiveness of our services.

1. Know what you should shred.

The laws and regulations that govern document destruction are as varied as the industries they govern. Take the time to find out what special considerations your organization should be making in it's document management practices. Your document management professional at Associated Records, Inc. can partner with you to insure that you have all the resources necessary for the task.

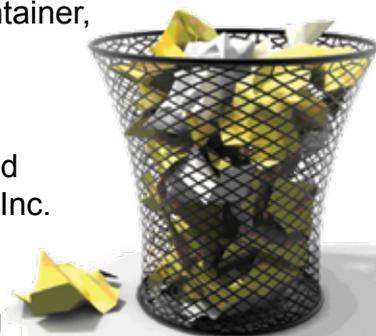
It is a good rule of thumb to remember that any recorded information of any sort can be considered a legal document. This includes message pads, scribbled notes in a day-timer and even sticky notes with a client's phone number.

If it's paper, and you are not going to file it; then shred it.

One means of insuring that you are doing your best to maximize security and compliance is to follow a wonderfully simple rule – “If it's paper, and you are not going to file it; then shred it.” Opened envelopes, notes, magazines with addresses and account numbers, mis-prints and incorrect photocopies - All of these should end up in your shred container, not in the trash.

Associated Records, Inc. uses a powerful shredding machine.

It is acceptable to put phone books, magazines, manuals, and even dictionaries into the shred container. It is acceptable to keep rubber bands, staples and paper clips on your documents – you do not have to remove these.



2. Know what you shouldn't shred.

Using Associated Records, Inc. is a "green" choice. Our organization recycles the materials we destroy; which means your choice to partner with us is helping the environment.



Since the materials that go into your shred containers are going to be recycled, it is good to remember to put only paper products in them. Magnetic media such as floppy discs, CDs, DVDs and cassettes are acceptable, as they are easily identified in the shredding process and separated.

The shred container should not be considered a glorified trash can. Food products, plastic wrappers, plastic utensils, etc. should not be placed in the containers. It is inevitable that something that you didn't want placed into a container will accidentally get placed in a container. Find out the procedures for dealing with accidents.

3. Train your staff.

Having a document destruction service in place is only a part of the process for insuring maximum security and compliance. Your best method is to implement thorough and consistent training of your staff in the proper use of the shred containers and the policies and procedures that surround them.

Thorough training means that you should not assume everyone knows all that they need to know about document destruction. Cover every aspect of your document management policies and procedures with all of your staff members, even part-timers or temps, as it only takes one break-down in security to cause serious problems.

Consistent training means offering it on a regular basis. Training a staff member just once when they first join your organization is not enough. Constant reminders are necessary to insure that any policy is being followed, and changes are bound to occur which should be communicated as quickly as possible.

Implement means of following up on the training you do offer. Ask questions that shed light on priority issues. Are policies being adhered to? Is the information being understood? Is implementing the policies and procedures occurring effectively and smoothly?



4. Have adequate, well-placed containers.

It is important to have enough containers to handle the volume of shred material your organization produces. Contact your Associated Records, Inc. destruction professional to determine what your particular needs may be.

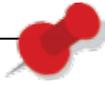
Once you have enough containers, it is also important to place them in locations convenient to your staff in order to maximize their use. It is well known that staff members who have to go an extra step to perform a task are less likely to complete it. Tucking a single container away in a dark corner that is inconvenient or even difficult to access is a sure method for discouraging adherence to your document management practices.



“containers in the basement won't do!”

5. Know your Document Management Professional.

We make it a point to get to know our clients, because you are important to us. It only makes sense for you to get to know us as well. You should know how to get in touch with us for consulting questions, technical challenges, and billing. You should know the name of someone at Associated Records, Inc. who knows your name.



Are You Buried In Stacks Of Inactive Files?

Your Documents Are Vital To Your Business, Call Associated Records Today To Discover How You Can Get Personalized Document Management.

- You get an accurate up-to-date indexing of all your documents.
- Easily track inactive files retrieved by individuals and or departments.
- Stay compliant on your multiple retention periods with automated tracking.
- Get your inactive files picked up and delivered right to your desk.
- Free up your office space that is currently packed with old files in storage boxes, or stashed away in a dirty, unprotected self-storage unit.



All Associated Records, Inc. drivers wear easily identifiable uniforms and where photo ID badges. Do not allow anyone who cannot be readily identified to pick-up your containers.

Knowing when your scheduled container pick-up time is can aid you in determining the volume of material you intend to place into the containers, and to schedule file clean-outs and other activities.

It is also useful to know who to talk to and how to go about scheduling special service requests, such as pick-ups for large purges or how to handle unusual destruction projects (like dealing with old computers, video-tapes, x-rays and microfiche and more).

**Associated
Records**

Check us out on the web:

www.arnewmexico.com

or call

575.622.1515