

March 1, 2009



## FILEBANK TIP OF THE MONTH

FileBank provides many options for recording box and file information to our searchable database. Through the use of EDCWeb, client printouts and emails clients can have data such as the content range of a box and file descriptions recorded into one of the 43 data entry fields of the database. For information on data entry and other indexing options please contact FileBank's customer service team.

## RECORDS MANAGEMENT MONTHLY

### FileBank Service Sale Receive one FREE service

FileBank provides numerous services such as...

-  **File storage, Retrieval & Management**
-  **Offsite Backup, Data Storage & Rotation**
-  **Secure Shredding Services**
-  **Document Imaging**
-  **Climate Controlled Storage**

Receive a credit for up to 3 months of regular services on your existing account when you sign up for a FileBank service that you are not currently using.

For further details on how you can participate in this promotion please contact Alex Hoffman (ahoffman@filebank.ca) or Marcia Snow (msnow@filebank.ca).



**Congratulations  
Kim Zaharia  
& Fernando  
Espinosa on  
6 Months Smoke  
Free and \$1000  
Richer!!!**

**FileBank believes our  
employees good health is a  
benefit to all.**

To assist our smokers in their quest to quit. FileBank covers the cost of all "quit smoking aids" and, to provide extra motivation rewards their success with a **\$1000** cash bonus.

## Climate Controlled Storage

In addition to our media vault, FileBank has recently opened a large environmentally controlled storage area specifically designed for archival records, large format media or any material which requires special storage.

FileBank's 63,000 cubic foot, climate controlled storage vault has been equipped with a dedicated hvac system designed to maintain the environmental conditions within pre-set limits year round. The temperature is set to 68 degrees Celsius and the humidity is set at 40% with internal conditions monitored around the clock to ensure they remain constant. The key to controlled storage is to eliminate the fluctuations in temperature and humidity that can have a negative impact on documents that must be kept beyond a standard 7 to 10 year retention period. Archival documents are generally mission critical corporate documents with very long term or permanent retention requirements and may also have considerable historic value. Climate controlled storage vaults are a key component in ensuring the records, documents, media, artwork etc. will maintain their value and functionality for hundreds of years.

Please contact our Customer Service department at (416) 798-1404 for further details.