

October 2009

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FileBank Tip of the Month

All items sent to FileBank for storage are bar-coded for tracking and security purposes. The bar-code labels are customizable in both size and the information displayed on them. If you are interested in changing the size of or the information on the bar-code labels being used for your company's storage items, please contact our Customer Service department at 416-798-1404.

So Many Files... So Little Time

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

Bar Code Technology

This month we celebrate the 57th anniversary of the first bar code patent.



On October 7, 1952, inventors Norman Woodland and Bernard Silver were granted the first patent for their invention. The only difference between the bar code we know today and the one Woodland and Silver invented was that it was comprised of a series of concentric circles, not the 59 black and white vertical lines synonymous with the current design.

Now, more than 10 billion bar codes are scanned yearly in 25 industries and in places including airports, hospitals, retail and record centers. FileBank was the first record center in Canada to use bar codes. At FileBank, all documents for storage are bar coded and then scanned into a bar coded shelf location for ease of search, retrieval, reporting and managing. Through our on-line document management system clients are able to conveniently create and print bar codes for boxes and files from their desk tops.

For further information on how to print barcodes on line please contact our customer service department at (416) 798-1404 or via email to ddaley@filebank.ca.

Let's Not Forget About Electronic Records

In a recent AIIM Industry Watch Report based on Electronic Records Management (ERM) titled 'Electronic Records Management - still playing catch-up with paper', they found that electronic records are still taken less seriously than physical records. It was also discovered that organizations are placing the responsibility for applying good records management practices to electronic records on IT, rather than the records manager. Several other key findings from this report include:

- Electronic records are more than twice as likely to be described as "Unmanaged" than paper records
- 71% of organizations have a procedure for legal hold of paper records

quotation (416) 798-1404.

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
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.



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

Contact Us

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

- in the event of litigation, but only 57% have one for electronic records
- There is a reliance on IT staff to carry out legal discovery on electronic records in the majority of companies, whereas records management staff or line-of-business staff deals with paper records.

Organizations need to recognize that records management practices should embrace and include electronic records as part of the overall records management program. The underlying problem in addressing electronic records could be one of feeling overwhelmed and not knowing how to begin. The first step in all of this is the realization that records are records regardless of format and they need to be addressed as part of the "total" records management program.

FileBank can provide an electronic document solution to best suite your companies needs. For further information contact Marcia Snow at msnow@filebank.ca.

Please Join Us at...

Women's Centre of York Region's

forum for business



(c) 2009, Women's Centre of York Region

*When we take small, meaningful, and conscious actions,
the ripple effect can be seen and felt
throughout a community.*

Forum programme

Keynote Speaker Craig Kielburger,
founder of Free the Children and co-founder of Me to We
speaking on "Why businesses need to "do" good"

Panel discussion with business leaders
sharing how and why they do business consciously

Making a Ripple discussion
providing ideas for making community ripples

The Edible Marketplace
doing good in a tasty way

*Learn how to "do good" ethically, strategically, with the
right partners, to create sustainability.*

Wednesday November 25, 2009

6:00pm - 10:00pm

**The Richmond Hill Centre for
the Performing Arts
10268 Yonge St., Richmond Hill**

Tickets: \$100 (\$50 charitable receipt)

To order tickets: <http://richmondhill.ticketwindow.ca/>
or (905) 787-8811

For event information: see www.wcyr.ca



*Women's Centre of York Region provides counselling
services and skills development programs for women
who have experienced abuse or significant
financial challenges*