



Records Management Monthly

May 1, 2009

FileBank Tip of the Month!

When replacing old backup tapes with new ones please notify FileBank to ensure that the new tape will be properly placed into your delivery schedule. For more information or to notify us of changes please contact the Vault at 416-798-1404 or vault@filebank.ca.

Did you know by using FileBank's secure shredding services you are not only saving money and space on storage and reducing the risk associated with keeping documents too long, but also contributing to the preservation of the environment?

In 2008 FileBank recycled **962,752lbs** of paper which represents **48,137** file containers. By using our shredding and recycling services **8,183** trees were saved from being cut down last year. Other savings associated with shredding and recycling documents are,

- 334,703,514 gallons of water
- 222,878 gallons of oil
- 282,570 pounds of air pollution
- 1,473 cubic yards of landfill
- 1,962,586 kilowatt hours of energy

If you would like to receive a personal statement on your companies' shredding and recycling contribution please contact Customer Service at ddaley@filebank.ca.

It's New

Welcome to FileBank Professional Service's first electronic newsletter – Our aim is to keep you informed with relevant information related to the Document Management industry as well as new and promotional events happening at FileBank.

If there are topics you would like to see covered here please feel free to send in your suggestions to msnow@filebank.ca.

“You accidentally deleted all your files, now what?”



Join FileBank on Tuesday June 9, 2009 for a free information webinar on “Digital Disaster Recovery”

For further details contact msnow@filebank.ca

Secure Shredding Services

Given the Confidential nature of business records, it's important to ensure a thorough destruction.

If your company is dealing with issues related to the security of documents for storage or disposal, FileBank has the solutions for you. In addition to our long-standing services to securely store and confidentially destroy your off-site documents, FileBank offers shredding services direct from your offices. FileBank will provide you with the necessary consoles at no charge; from large bins for industrial locations to attractive cabinets for your office. Our secure shredding services help you to protect the privacy of your company, employees and customers.

Always keep in mind annual destruction of outdated information maintains your account at its most cost-effective level and ensures compliance with your present retention schedule. 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 any further assistance please contact us at (416) 798-1404 or orders@filebank.ca.

WCYR Presents the Art of Change

FileBank is a proud supporter of “Women's Centre of York Region.” The WCYR provides services and

FileBank Raises \$4250 for Camp Oochigeas!

On Sunday May 3rd, 12,000 runners beat a path down Yonge St. in the Sporting Life 10K to raise money for Camp Oochigeas. The camp took home a cheque for \$800,000 so kids with cancer can have a regular summer camp experience.

Gerry Doedens, FileBank's president, participated in the run and actually made it into the National Post's picture of the race. So, here is a little "Where's Waldo" for charity. If you can find Gerry in this picture, call customer service and FileBank will donate an additional \$10.00 to Camp Oochigeas. If all 600 of our clients find Gerry, it will be another \$6,000 for the camp!!! **Good Luck!**

To learn more about Camp Oochigeas and their programs, please visit their website at www.ooch.org

