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## FAQ

Q. How does offsite storage improve our records management program?

A. Off-site storage offers an important tool for your semi-active and inactive records. Your classification scheme and associated retention schedules require a standardized inventory of company information by contents. You will be able to restrict access to information to selected personnel. Information that is required to be kept for a certain period of time can be destroyed onsite. Information that needs to be preserved can be preserved with our temperature and humidity controlled environment.

Q. I am looking at software and imaging solutions. How will that affect my storage boxes?

A. These solutions can integrate to your current business processes and monitor your boxes and their retention schedules in an automated manner. Our consulting services can help you with this.

For more FAQ's, visit our website.

### Contact:

Bob McMillan  
Account Manager

Phone: 604 433-2600

Email:

bcmillan@bcrms.com



# B.C. RECORDS MANAGEMENT SERVICES

BC Records Management Services is a locally owned and operated records storage centre serving the province of BC since 1989.

BC Records has continued to expand and now serves hundreds of public and private organizations in British Columbia. Client size ranges from those with several boxes to clients with more than thirty-five thousand boxes in storage.

## NEW PARTNERSHIP consulting Services

BC Records Management Services is pleased to announce that it has selected Aspects InfoTech Solutions as its partner to provide a wide range of Records and Information Management Consulting Services.

Aspects InfoTech Solutions is an independent consulting firm specializing in business solutions for the modern business lead by Senior Consultant, Roslyn Chambers, CRM, CDIA.

Aspects InfoTech Solutions provides a wide range of Records and Information Management services including Document Management Implementation, Privacy Audits, Disaster Recovery Planning,

Classification Scheme Development, Retention Schedule research and development, Imaging System development and Records Management software review, Inventories, and project implementation.

Aspects InfoTech Solutions offers a team of RIM Personnel from Senior Consultants with more than 15 years of direct experience to Records Analysts to Clerical Assistants. Personnel include Certified Records Managers, Certified Document Imaging Architects and Medically Certified Records Analysts.

All clients of BC Records receive a preferred Consulting Services rate for any RIM project.

Contact us for more information on these services.

We are on the web at [www.bcrms.com](http://www.bcrms.com)