



Security Archives, Inc.

The Archive

From the C.O.O.

Diana Stacey

Special points of interest:

- From the C. O. O.
- Have you scheduled your training?

In this ever evolving world of records management it is nice to have a "source." At Security Archives, Inc. we believe our clients can benefit from membership in the Music City USA Chapter of ARMA International. The information that can be obtained through the member website can often make a records manager's job easier.

Our own Ron Fitzgerald attends regularly and would love the opportunity to take you as a guest. Charles Smith, the owner, is a previous Chapter President, as was Matt Ringer that was with us a few years ago. Several Security Archives, Inc. employees have served on the board over the years and feel it is a great benefit to our clients.

If you are interested in ARMA check out the chapter website at www.armanashville.org. If you would like to attend to see if this membership would benefit your organization give Ron a call and get the specifics of the next meeting date, time and place.

Have you scheduled *your* training?

We just completed our first PHONE training on the online software.

Call Deborah, and she will get you set up.

Do you have multiple offices, or a corporate office out of state that makes it impossible to get everyone you want trained in one location?



*Online ordering ~ just a mouse-click away!!
Have you scheduled YOUR training?!*

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THINGS TO DO:

- Schedule training for staff
- Arrange for email deliver of invoices
- Set up ACH payments to Security Archives, Inc.
- Call for invoice copies



- * April is Records & Information Month
- * April 12th is Easter Sunday—orders on that day will be Holiday Stats
- * April 15th is Income Tax Day
- * April 22nd is Administrative Professional's Day

FAQ's



*If there's a question
you'd like to see
answered, please let us
know!*

Q: We've had some turnover lately of employees that place orders for records? Do we need to let you know that?

A: Yes, if you are a company that requires Security Archives, Inc to follow a specific list of people authorized to access your account, it is important that you let us know as soon as possible of any turnover you may have.

Q: Can I call the information in?

A: Please provide any changes to your account in writing. You can fax the information to the office (615-781-0637) on company letterhead. The fax must be signed by someone already authorized to make changes.

If you have a large number of people to add or remove, or a change in physical or billing address, we can provide you with a Client Information Form to complete and return.

WHAT ELSE WOULD YOU LIKE TO KNOW?

Email your questions to MariLou Schuman at acct@securityarchives.com



On a Lighter Note....

*Why do Basketballs and Footballs have Goosebumps, but not baseballs?
Baseball is played in the summer!*

*Why did the cookie go to the doctor?
Because he felt crummy.*

Trivia Question of the month:

What did Hyman Lipman do in 1858 that made life easier for students? (answer on page 4)

Accounting Corner

Wow! The first quarter of 2009 is gone already and tax time is around the corner.

If you have any needs from the accounting office—prices for services before you order, copies of invoices that appear on a statement—please do not hesitate to contact MariLou Schuman and she will be happy to provide anything you need.



Customer Service Corner

A request for delivery or pickup outside our regular business hours is considered an After-Hours Stat. Depending on where your business is located Security Archives Inc has 2-4 hours to deliver your After-Hours Stat. (The time frames noted are for Metro Nashville and surrounding counties. Other times may vary.)

In order to have a Stat qualify as something other than After-Hour Stat, the entire time we are allowed to deliver must be during consecutive business hours. For instance, a stat to Murfreesboro is 4 hours.

A request for a stat would need to be called in prior to 12:30PM. It would also be an After-Hour Stat if it was required *before* noon the next day, for instance by 11:30AM. *By* 12PM, it would be considered a regular Stat.

For Metro Nashville, that stat would have to be called in no later than 2:30PM. It would be considered an After-Hour Stat if needed *before* 10AM, for instance by 9:45AM. *By* 10AM would be considered a regular Stat.

All After-Hour Stats are charged at full price whether the method of delivery is by your courier, fax, or delivery by one of our drivers. As a

rule of thumb, the After-Hour Stat is approximately 4-5 times your Nextday rate. We know this is sometimes necessary for any business and we will deliver to you any day of the year including holidays.



Whatever your media type, we'll get it to you when you need it!



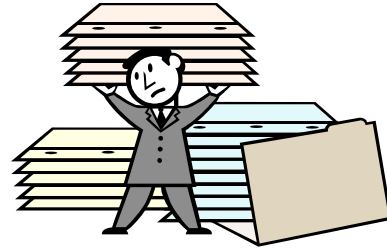
Did you know....

Security Archives, Inc.'s online service is protected by a firewall. We feel confident that the April Fool's Day worm has not invaded our system. Please feel free to continue to place your orders online.

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Nashville, TN 37211

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“It is unwise to be too sure of one's own wisdom. It is healthy to be reminded that the strongest might weaken and the wisest might err.” [MOHANDAS K. GANDHI](#)



Protecting your past, Securing your future.

We're on the Web @
www.SecurityArchives.com



A PROUD MEMBER OF THESE ASSOCIATIONS:

- **NAID**
National Association for Information Destruction
- **PRISM International**
Professional Records & Information Services Management
- **ARMA International**
- **ACP**
Association of Contingency Planners
- **NFPA**
National Fire Protection Association
- **BBB**
Better Business Bureau



Trivia answer: He put pencil and eraser together.

Meeting all of your storage needs!