



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?

As many of you already know, we lost a wonderful employee this month. David Witt had been employed since January 1, 2001. David passed away February 21, 2009. I don't think I ever had an employee that was loved by so many clients and co-workers. Although David was quiet and shy on the front end, he had a wonderful sense of humor once he got to know you. David took care of our downtown clients from 2001 to 2008. In 2008, David came to my rescue and took some duties that needed immediate care on a daily basis and I was not able to do that anymore. In many ways David was my hero... a problem solver, a confidant, reliable, trustworthy and a leader. David will be greatly missed by me and the rest of the staff at Security Archives, Inc.

Have you scheduled *your* training?

We still have openings in March for training.

Contact Deborah at 615-331-3897 to make your appointment!



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

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REMINDER:

Daylight savings time is here!!

Don't forget to set your clocks forward 1 hour this Saturday night or Sunday (March 8 2:00 a.m.) morning.

FAQ's



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

Q: Sometimes when I call in an order customer service can't find my department. Is there information I need to have to make the order process easier?

A: Yes. Each client has a company code as well as a department code. While in a department, your records may be broken down into Payroll, Accounts Payable and Accounts Receivable. You would not usually have to specify that you are calling for Payroll and it would

speed up the 'look-up' process and avoid call backs if you gave customer service the 4 digit code.

WHAT ELSE WOULD YOU LIKE TO KNOW?

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



Meet Roger Desarro

Roger has been the driver on the South (Brentwood/Franklin/Cool Springs) run for about seven years.

Roger is a December 2008 graduate from ITT with a Bachelor of Applied Science Information System Security. He graduated with honors as the Valedictorian.

Roger obtained his Associates from ITT and had the honor of being named Salutatorian in 2004.

Congratulations Roger!!

Accounting Corner

In this current economy, people are trying every way they can to save money, both personally and in business.

Please feel free to call if you have any questions about your charges BEFORE they're incurred. Do you have only one file to return and are curious how much it will cost you to have our driver pick only it up? Or would it be better to wait until you have several files to return, or to return it when you have a delivery?

Call MariLou and she can give you prices on your different options.



Customer Service Corner

It has been awesome to have the phones ringing so much with our clients expressing sympathy for our loss. We knew and loved David and are elated that so many of you did too. We have had many asking if they could send cards to his family. If you would like to also, please send them to our office and we will forward them to his family.

We noticed that our forms have dropped from our website. We are hard at work getting the

transmittal sheet posted again.

Filling out the transmittal sheets help save your company money when sending in new storage.

Each transmittal holds 10 carton descriptions. There are 2 lines per carton. Each carton description can be 80 characters, not including the destruction date. Each time the shading changes, it is for a new carton.



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



Did you know....

All over the US there are companies storing their records in Mini-Storage facilities. Would you want your medical record, financial records or any other item stored in an unsecure facility? When Mini-Storage facilities don't get paid, they auction the contents sight unseen. Most recently, in Denver, a man purchased a storage locker and found it to contain filing cabinets and trash bags full of US passports, birth certificates, driver's licenses, Social Security cards and other documents stolen within the last two years. It also contained medical records on 150 patients that included the patient's complete personal information.

I pulled the Identity Theft Resource Center statistics for 2009 on February 17, 2009. Just 38 days into 2009 and there have already been 62 breaches reported with 112,114 people exposed. The really bad part, these are just the ones that have been reported. Of the 62 breaches only 1 was for a Tennessee business and it was the Metro-Davidson County Juvenile Court. A flash drive containing 500 juvenile crime victims was misplaced. There are many companies that have had breaches that are not limited to just one state.

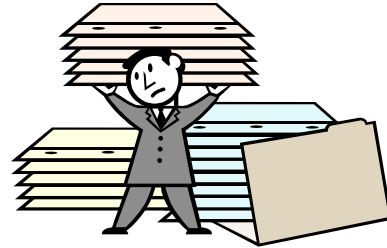
I want to encourage everyone to share this web-site (www.idtheftcenter.org) with their employees. When you or anyone you know goes to the Doctor, fills out a credit application, gives anyone your private information...ask how and where the records are stored, not just for current records but inactive records too. If they can't answer you, you might want to do business elsewhere.

5022 Harding Place
Nashville, TN 37211

Phone: 615-331-3897
Fax: 615-781-0637
E-mail: info@securityarchives.com

Business is not just doing deals; business is having great products, doing great engineering, and providing tremendous service to customers. Finally, business is a cobweb of human relationships.

Ross Perot



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



Meeting all of your storage needs!