

# Archiving Made Easy!

Getting the most from Total Records Management.

We love your records!

At Total Records Management, we want you to get the most out of our services. We know that archiving & records management can sometimes be confusing, so we've come up with some handy-hints to make life a little easier!



## Barcodes: why we use them and how they benefit you.

You will have noticed that we now use barcodes on all of your boxes & files. We use them for 3 main reasons. Firstly, it allows us to electronically track your boxes and any files we retrieve for you, ensuring fast retrieval times, no missing items & automatically captures all activity in our system so that we can both see what's going on. Secondly, it makes all numbering in our system consistent, making it easy for our staff to find your records. Thirdly, it gives both you and us the same number to work on, meaning no confusion or doubled-up numbers. We also believe sticking a barcode on is slightly easier than writing in felt pen on a box. **Barcodes are free of charge, so please ask us for some next time you order.** You'll be amazed at how simple it really makes things.

## Web-Access: get the power of our systems in your office.

As you can imagine, we use some pretty powerful technology to manage hundreds of thousands of boxes & millions of files with only 10 staff. You can use the same system, presented in a simple & convenient web platform, to manage your own archives. RCWeb is a huge improvement from spreadsheets, gives you transparency into our operations, lets you add new archives, update old records & prepare customised reports (you can even see who has taken what out & when, at the touch of a button). Best of all, you can find & order your own records from the one place, saving a lot of time and effort. We give all customers a complimentary user license for RCWeb, and we can set you up in minutes & we are developing a comprehensive online training package so that you have help at your fingertips whenever its needed. **For a limited time, we will even transfer you information into RCWeb at little or no cost.** If you'd like a more modern approach to managing your records, talk to us about RCWeb.

"...don't forget, TRM can retrieve the file you want directly from the box and deliver it to your desk... save yourself the hassle and let TRM do the hardwork."

## Shredding: safe, environmentally responsible & now “good looking”

TRM has always been a leader in records storage & management and now we can boast leading the change in secure document destruction. We introduce to you our secure destruction cabinet which replaces the old ‘wheelie bin’ as an in-office solution for paper that requires confidential destruction. The cabinet is far more attractive, is more secure and is safer to handle & service. It also takes up less room and is better value all round. **We will be phasing out wheelie bins eventually, so please talk to us about a no-obligation trial of a cabinet in your office, we’re sure you’ll like the change!** We will still have wheelie bins available for large destruction clean outs and for those who find that the cabinet is genuinely unsuitable. Remember, TRM recycles all shredded material, so you can be sure that you’re doing the right thing by the environment while protecting your business information.



Our new secure destruction cabinet is an up-market alternative to the ‘wheelie bin’ which are commonly mistaken for garbage bins.



## We’re here to help... all you have to do is ask.

At TRM, we have over 16 years experience in records & information management. So whether you’re looking for an easier way to do your filing, the possibility of scanning your files or even culling your records in storage, we are here to help. We’re not satisfied unless we’re helping make your archiving easy!

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