

Golden Rules of Document Archiving

Rule 1 - It should be automatic.

Repetitive, time consuming jobs often don't get done. It's best to have an automatic procedure in place to take care of it for you. Working with an information management firm you'll have access to the expertise and resources of an entire department without the overhead. The only thing you have to lift is the telephone.

Rule 2 - Files should be easy to find.

In a typical office, it's amazing how much time is wasted trying to find that all-important file. What could be easier than typing a file name in a search box, then using a couple mouse clicks to send an order for it online. By the way, if the file has already been delivered the software tells you that too!

Rule 3 - Files should be easy to retrieve.

Going to a storage unit or looking through stack after stack of boxes in your office storage area is time consuming. Remember that online file order above...how does same day delivery sound? Need it faster, have it scanned and delivered in minutes.

Rule 4 - There must be multiple backups of electronic files.

Losing a file is never good. Having a backup is a sensible way to put your mind at ease, and alleviate any problems if something goes wrong. Better still, a third copy will protect you in that rare "what are the odds?" scenario!

Rule 5 - It must be secure.

Your files must be stored in a secure way to prevent unauthorized access. With today's stringent compliance requirements a high security offsite facility is the best option. Only authorized personnel can request files from this type of facility and you can even restrict access by department.

Rule 6 - Mistakes must be minimized.

Human error is inevitable but best practices and modern technology can dramatically reduce mistakes and save time. Your company can bear the burden of training and technology alone or take advantage of a vendor that's already done the work for you.

Referral = \$100⁰⁰

Here's how it works: Simply tell a friend or colleague about Archive Logistics and if they become a new records storage customer -- we'll send you a

\$100⁰⁰ VISA Gift Card!

Thoughts from Chad Sorrell

I want to kick off the year's first newsletter by saying that I truly appreciate everyone who sent boxes to our facility last month in support of the "Boxes for Kids" coupon in December's newsletter. Thanks to you we were able to raise \$691 for the *Coalition for Kids* (<http://www.coalitionforkids.org>).

At Archive Logistics we have been fans of the *Coalition's* ministry for years. In fact, many of our team members have volunteered and had the opportunity to be involved with these kids first hand. While it may sound cliché, one of the most rewarding things about continuing to grow as a company each year is that our resources to serve in the community have grown as well. For this we are humbly grateful.

Looking forward to 2012 we have some exciting plans ahead. You'll notice some of the changes as we begin to roll them out and others we'll highlight here in the newsletter. Rest assured however we have no significant changes in store that will create any work for you. Changing our name in 2011 was a big enough undertaking and we are thankful for everyone's patience during the transition. If you hear us slip up and answer the phone as TCIM in the New Year feel free to call us out and get a good laugh in the process (eight years of habit doesn't change easy).

As a final thought; despite the continued growth, new name and new team members we hope you'd agree that our commitment to fanatical service is unwavering. In that spirit we're officially accepting New Year's resolution ideas related to fanatical service! So give us a call, we'd love to hear from you.



Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an email.

(423) 391-0014 or info@archive-logistics.com

*Yesterday's the past, tomorrow's the future, but today is a gift.
That's why it's called the present. -- Bil Keane*

NEW YEAR'S RESOLUTION OFFER:

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To make it easy, we'll do the heavy lifting and pick them up at your unit(s) free!!

Don't procrastinate another month!

Personal Record Retention Info

Is the file cabinet bulging with another year's worth of tax documents? Keeping every single bill, tax return, insurance info, medical paperwork, contract and even the warranty for that 15-year-old VCR you don't even own anymore? If you answered, "yes" to any of these questions, you are not alone.

The threat of identity theft is coming largely from paper documents so, it is good practice to shred all the records you should no longer retain, especially those with your personal information. Expired documents can pose a threat to your financial health and may not provide you with any useful information.

Once a year you should go through your files and shred everything that is no longer needed. With this volume of shredding you should consider using a shredding service. A personal shredding service can save you from wasting a day burning up your personal shredder and is very affordable.

When it comes to personal records retention guidelines, there aren't any hard and fast rules but these are some basic guidelines for the retention of your personal records.

Tax Returns. The general rule for tax records is to retain them for seven years. When you file the new return shred the newly expired one. The IRS has 3 years to audit you from the date you file your taxes and it is up to you to have all of the backup information that went into the preparation of your returns.

Bank Statements. The only reason to keep bank statements is if you are thinking about applying for a mortgage and that would be a three-month history. Otherwise, the bank has all of your records if a need arises.

ATM Receipts. Keep these until you balance your bank statement and then shred them.

Credit Card Statements. It is recommended that you keep three months on hand.

Medical Insurance. This includes your premium statements, doctor bills, prescriptions, hospital bills, etc. Keep these five years from the date of the service rendered.

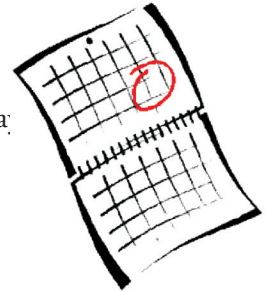
Home Insurance. The minimum suggested is five years. However, if you think that you may have any issues in the future, save them ten years.

Pay Stubs. Many people save these but this is not a good idea, they contain everything an identity thief needs to open an account on one page. And since each paycheck contains the history for all the past stubs you only need to save the latest pay stub. The exception is if you are planning to get a new mortgage, which usually requires a few months of pay stubs.

Investment Documents. If you have an IRA, 401K or any other investments you are inundated with prospectus, privacy notices, address confirmations, and on and on. Don't keep any of these unless you plan to act on them. Public companies also ask you to vote for the board of directors and special measures once a year.

January Events

- 1 New Year's Day
- 2 National Thank God It's Monday Day
- 3 Drinking Straw Day
- 4 Trivia Day
- 5 Twelfth Night
- 7 International Programmers Day
- 8 Show-and-Tell Day at Work
- 9 National Clean Off Your Desk Day
- 10 United Nations Day
- 13 Blame Someone Else Day
- 14 Organize Your Home Day
- 15 Humanitarian Day
- 16 Martin Luther King, Jr Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 18 Thesaurus Day
- 19 Get to Know Your Customer Day
- 20 National Disc Jockey Day
- 21 National Hugging Day
- 22 Celebration of Life Day
- 23 Chinese New Year
- 24 Belly Laugh Day
- 25 A Room of One's Own Day
- 26 National Peanut Brittle Day
- 27 Fun at Work Day
- 28 National Kazoo Day
- 29 National Puzzle Day
- 30 Bubble Wrap Appreciation Day
- 31 Inspire Your Heart with the Arts Day



Astrological Sign:

Capricorn (Dec 23 - Jan 20)
& Aquarius (Jan 21 - Feb. 19)
Flower: Snowdrop
Birthstone: Garnet



January is also:

- Get Organized Month
- International Creativity Month
- International New Year's Resolution Month for Business

By the Numbers: New Year's Resolutions

- About 45 percent of Americans make New Year's resolutions each year. Thirty-eight percent never make resolutions.
- Only eight percent of people are always successful in achieving their resolutions.
- Over 30 percent of resolutions are related to money and 38 percent are related to weight.
- After the first week, 75 percent of resolutions are still being kept. After six months, that is down to 46 percent.
- The older you get, the harder it is to keep your resolutions. About 40 percent of people in their twenties achieve their goals each year, while less than 15 percent of those over 50 do.

Source: Opinion Corporation

Etiquette in the Sky

Traveling by plane can be stressful. Not only can you expect delays, lost baggage, crowds, and uncomfortable seats, you may also be troubled by fellow passengers who are downright rude. Oftentimes, however, rude behavior is simply a misunderstanding. To help make things easier for you and those around you, keep these common points of etiquette in mind.

RECLINING YOUR SEAT

Airline seats leave little room for comfort, but it can be even worse when you are struggling with a reclining seat, either yours or the one in front of you. While you should be able to recline if you want to, it pays to be considerate. Recline slowly and acknowledge the situation if the passenger behind you complains. If you are extremely uncomfortable because of the reclined seat in front of you, politely explain this to your fellow passenger.

SHARING THE ARMREST

While there is no set rule about who gets the armrest, it is helpful to remember that the person in the center seat has no other option. Those on the aisle and by a window can lean outward, but the one in the middle is stuck with nowhere to go.

CARRY-ONS

More and more people are bringing carry-on luggage as a way to avoid checked bag fees. This means that overhead space is at a premium. If you are bringing a carry-on bag, realize that you may not be able to store it directly above your seat, especially if you board after the crowd.



Do You Want to Win a \$50 VISA Gift Card?

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.

Here is this month's mind bender:

Riddle: What is the longest word in the dictionary?

Last Month's Answer to: *What do you have in December that you don't have in any other month?*

THE LETTER 'D'

Last Month's Winner:

RANDAL LANE

Email your answer to info@archive-logistics.com

Taking a Closer Look at Your Teeth

Sophisticated dental technology has allowed dentists to take a closer look at your teeth—and they are finding more cavities than they ever did before. Small tooth abnormalities are called “microcavities.” These small flaws in your teeth may or may not develop into cavities, but many dentists are now filling them routinely. This is considered a proactive strategy to prevent further decay.



But critics say that filling these microcavities is unnecessary, painful, and expensive. In fact, many of those opposed to this routine treatment say that this practice is driving up the overall cost of dental care, which could lead some people to avoid visiting the dentist for fear of the cost.

If you have a dentist who has identified a rash of small cavities after going years without needing a filling, be sure to discuss treatment options. A better approach may be to wait and watch. Examine the spots again in six months. If there is no change, it is probably fine to continue waiting and monitoring those areas.

Green Living

Heating water for home use is a big energy drain. To help reduce this energy consumption, wrap your water heater with an insulating cover. This can help keep as much as 1,000 pounds of carbon dioxide out of the environment. You should also wash as much as your laundry in cold water as possible. This saves up to 80 percent of the energy needed to clean your clothing.



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BITS *and* PIECES
is a free monthly newsletter
from your friends at



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What's Inside This Month?

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The Full-Nest Syndrome

Anyone reaching middle-age can end up facing a double burden--the cost and time of raising young children and the care of aging parents. The squeeze many feel comes from being part of the so-called "sandwich generation," those who are working and caring for those family members at both ends of the generational spectrum. These caretakers may also find that they have adult children living at home. There is a continuing increase in the number of 25- to 34-year-olds living at home with their parents. All together, with this type of multigenerational living, this "full-nest" can present various challenges.

Living in one household with three generations can be a successful living arrangement, as long as issues are addressed and properly resolved. It is helpful to have regular family meetings to discuss conflicts or disagreements, rather than letting them simmer until they blow up. Communication and cooperation is vital to this type of living situation.

These types of families are especially prone to having the bulk of the day-to-day work falling to just one or two people. Having a plan for everyone to contribute to the functioning of the household is essential, and those who are inclined to carry the bulk of the load need to find ways to delegate some of that work to others who are able. Remember that you can't help others when you are tired or overworked. The primary caregiver in the family needs regular breaks and support. This can mean accepting help whenever it is offered, as well as taking time for yourself. It is also helpful to have a list of extended family members or friends who you can count on during those times when you feel overwhelmed or depressed.

Setting household rules is also helpful. Everyone will appreciate knowing what is acceptable and what is expected, without having to be asked each time. Remember that your family is an asset and everyone has special gifts that they can contribute. By working together as a team, your "full-nest" will succeed and encourage each member of the family.

