

Records Management Tips for all Organisations



Document Management
and Records Storage



No. 2 in a series of how to guides for business

Records Management Tips for all Organisations

This how to guide is one of a series of helpful business documents prepared by Filofile to help you to understand what document management is and how it can play a pivotal role in the day to day management of your business.

If you would like to discuss your document management or would like a review of your current storage and retrieval systems please contact us at 0117 322 6163

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Records Management Tips for all Organisations

Businesses in different sectors have a unique set of challenges when it comes to managing customer data.

In addition to organisational requirements, records for account holders are subject to a broad range of complex regulations that govern their use.

With the addition of privacy legislation, storage constraints, and easy access to stored documents, organisations have a lot to deal with. It's imperative that they implement a comprehensive and sound records management solution to protect their interests and prevent customer data breaches.

Filofile provides a single source solution from collection and cataloguing to storage, retrieval and destruction.



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How Records Management can Benefit the Business

A reputable records management company can help your business manage the volumes of physical records from cradle to grave.

From moving to offsite storage to destruction, you want to ensure your solution uses innovative technologies and best practices designed specifically for organisations in your sector. The right records management plan can help you:

- Maintain and consolidate all client account records
- Comply with specific legislation and local authority requirements
- Improve employee productivity, and increase efficiency
- Establish records retention schedules for all documents
- Improve workflow and ensure total compliance with all transaction processes and records
- Track required certifications and training records for employees
- Reduce the liability risks of transferring physical documents between office locations



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How to Evaluate a Reliable Records Management Solution

Filofile has been working with clients in many different sectors since 2005 and understands the individual requirements and nuances of each business.

Having experience of legal retention times, sector body requirements, servicing needs etc., will help to tailor the service you need. Whilst the legal retention periods can be very specific to the matters/sectors in hand.

A breach of customer records can cripple a business overnight. If you don't have the right systems in place, you're bound to become another statistic.

If your organisation has been searching for a secure and compliant records management system, look no further than **Filofile Records Management**.

Filofile offers customised solutions designed to better manage documents throughout their life cycle. From creation to archiving to secure disposal, Filofile provides your organisation with the records management services you need to be successful.



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Consolidation, Customisation, and Security

A records management system must be as comprehensive as it is easy to adapt to the changing demands of the organisation. From staying up-to-date with compliance requirements to making records retrieval fast and easy, your business needs to be able to rely on a solution that consistently meets all of your needs. Not all records systems are created the same, look for quality indicators such as:

- **Consolidation:** Physical records should be easily managed in a single, user-friendly system. A records management company can consolidate all of your paper and electronic records into one system for faster access and better efficiency.
- **Customisation:** While consolidation into one system is important, remember that there's no such thing as a one-size-fits-all records management solution. You only want to work with a records management company that truly understands your needs and goals, and then designs a solution that is tailored for your business. Scalability is also important so your records management system can easily grow with you.
- **Security:** A reputable records management company strives to reduce the amount of liability your organisation takes on at every turn. From conducting employee background checks to providing offsite storage, you should be able to depend on the records management company to secure all physical records at every step of the process.



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Filofile is linked to the Police and Fire Services, and has 24/7 monitored security and CCTV.

Please contact us for a free no obligation review and assessment of your document management and records storage needs.

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