Why Records Storage Is Important to Your Business

How leading companies are avoiding the expensive cost of in-house record storage while streamlining their data retrieval and protecting valuable information.

Overview

Most businesses know that safely storing company data and confidential information is an ongoing challenge. With the constant and increasing threat of data breaches mixed with physical storage limitations, businesses need a way to store data in a way that is safe yet allows for quick retrieval when needed.

Your corporate financial records require protection as they include:

- Confidential financial information
- Employee personal data
- Product or service details
- Customer's personal and financial data

Any breach of these items could cause potential risk and liability if not stored properly. Managing the storage of this type of information is crucial to your organization's longevity and is required by information regulation laws.

Businesses face the difficult task of storing information in a timely, efficient, and cost-effective manner. Outsourcing records storage provides a viable resource that ensures security while providing fast file retrieval.

How Does Records Storage Work?

Records storage is more than simply storing confidential information.

Successful records storage management involves integrating state-of-the-art facilities with accurate and efficient processes to ensure secure practices.

Businesses not only need to protect data but they also need to have a way to retrieve it in case of legal issues or audits that require review of confidential information. Instead of storing data in a warehouse without controlled air or taking up valuable office space, businesses have more options now than they ever have before.

Media Storage

Today's technology has revolutionized the way critical records can be stored. While these options allow businesses a variety of choices to suit their needs, it also can leave their data in a vulnerable state.

Electronic theft of data is at an all-time high so it's important that the method and systems used protect that data from security breaches. With the proper procedures in place, a business can use media storage to preserve and protect data through:

- Backup servers

- Data Storage Tapes
- CDs and DVDs
- Microfiche and Microfilm
- Audio and Video Tapes

When the proper protocols are used, these methods can ensure safe and secure storage of records. Record storage providers using these systems should also instill procedures that offer continual backup and safety so nothing is missed.

File Indexing and Inventory

Businesses that have been around for a number of years are constantly faced with the problem of what data they have as well as where it is stored.

Regardless of what methods are used for records storage, creating a system that indexes and itemizes data can be a time consuming and labor-intensive process. Whether you require the storage of files or boxes containing files, it is essential that you are able to retrieve the information in a timely and efficient manner.

Effective records storage management should also incorporate methods so that you can view your inventory and know at all times what records are indexed.

3 Major Benefits to Outsourcing Records Storage Management

Some businesses may question why they should outsource their records storage management and if it's something that will be important to them.

Records storage management can provide many benefits to those seeking an efficient way to retrieve and store critical data. Here we will discuss 3 major benefits to outsourcing records storage management and why each deserves careful consideration.

Office Space Preservation

Some businesses store confidential information in-house thinking they are saving money and because the information is readily available. The problem with this approach is that valuable office space should be used to grow your business. That space should be used to accommodate a growing workforce and not simply for storage.

Outsourcing records storage gives businesses the ability to safely store data without encroaching on workspace for its staff. It's actually more cost-effective to house those records offsite in a temperature controlled environment that is monitored on an ongoing basis. You only pay for the space you use and not a full room or unit like you would at other storage facilities.

Instead of storing records onsite or at a self-storage facility, outsourcing records storage management to a designated commercial records center is less expensive and lets you use space for more productive activities.

Safety and Security

When data is stored in-house or at a general location, it makes it extremely difficult to monitor who has access to that information.

What happens to that data when you have confidential information such as employee records or customer payment data that can be accessed by anyone?

It puts your records and your business at a high risk for potential problems that could lead to a lawsuit or severe compliance penalties. Commercial records storage facilities offer constant 24/7 monitoring to protect the records they store.

They can provide a variety of security features, including:

- Video surveillance
- Motion detection sensors with tape backup
- Temperature controlled facilities designed for proper paper storage
- Fire detection and mitigation

Storing records offsite also provides an additional level of security, especially in case of theft or fire or water damage. Offsite records storage facilities have features in place to protect data from these types of threats for the ultimate level of protection.

Convenient and Timely Data Retrieval

Wherever your records are stored, it is crucial that they can be easily found and readily available when needed. If your data is stored in-house, it can be detrimental to productivity when one or more staff members are focused on locating specific information instead of performing their actual job duties.

Since most records storage facilities are available 24/7, businesses have round-the-clock access to their data and can retrieve it at a moment's notice. Businesses also have the option to request delivery of their files and can benefit from rush delivery after hours and on holidays.

This can be essential when documentation is required for audits or other critical financial meetings where information is needed on short notice. File indexing also gives businesses the ability to index their records online and review their inventory in an easy-to-read spreadsheet.

Being able to retrieve records in a timely manner also helps businesses to stay compliant when it comes to regulatory and data retention requirements. Systems are put in place to monitor access and signal when records have reached the end of their retention period.

Enhancing Productivity and Security With Records Storage

As data breaches and the need for workspace increase, so does the importance of having efficient records storage management.

With the technology and developed processes that exist within the data storage industry, businesses can now take advantage of these services without the risk of going over budget. Storing data offsite prevents the risk of using prized office space that can be used instead for more productive business activities.

Records storage management also increases productivity given that files can be retrieved quickly at any moment without having to spend hours searching or digging through boxes. It also provides a safe and secure environment for records that are protected from natural disasters, unauthorized access or security breaches.

CI Shred specializes in providing records storage and destruction services to businesses needing assistance with streamlining how their data is stored. Their clients can request records via phone, fax or online and can schedule a pickup or have the data delivered to them 24/7.

CI Shred also assist clients with convenient file indexing and inventory services to help them find records easily. Their services help businesses to avoid data breaches, fraud, and potential damage due to unforeseen circumstances. Clients have access to records when they need it in a designated environment that provides records protection that can't be found in a self-storage facility.

CI Shred helps business to protect their data through records storage and destruction services in a controlled environment that offers a high level of security. They also work to help members within their community by providing them with facilities and programs designed to benefit those with disabilities.

About CI Shred

CI Shred is a records storage and destruction company that along with CI Information Management is owned by Columbia Industries. Proceeds from CI Shred's operations assist Columbia Industries, a 501 (c) (3) not-for-profit organization that focuses on helping people with disabilities and other barriers to employment achieve their highest possible workforce potential. They have recently opened the CI Community Center which provides a safe, creative and supervised place for people with disabilities to find social connection, life enrichment, and community integration.

Additional information about CI Shred can be found at http://columbiaindustries.com/ci-shred/ or by contacting us at [insert phone and/or email address].