

THE R4 FILES

Winter 2009

R4's Email Access

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From the file of Trisha Rooney Alden



Trisha Rooney Alden

As we've entered into this unprecedented year of 2009, we are all anxious to reduce our costs. We hope and wish that while everyone is looking closely at their business, take comfort that R4 is working harder than ever to save you time and money while providing all of the necessary services to protect your business's most valuable life source, your documents. Please lean on R4 as a resource for finding cost savings in your monthly invoice by utilizing any of our value added services. We are ready and willing and able to roll up our sleeves and get the job completed for you.

*We'd love your feed back on this new version of the R4 Files. This is an effort to continue to present R4's latest and greatest information, projects and industry information to your desktop. We will continue to work as an extension of your organization by managing your valuable documents by *tracking, indexing and storing records securely; destroying documents, media back up and imaging documents.**

We look forward to working through these times together and offering the best of us to you.

Trisha Rooney Alden

Extra Hands Get the Job Done Quickly and Efficiently

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1. Client A housed 24,000 files in a small basement office. The client's goal was an updated inventory of all files and to send older files offsite. R4's pack up and indexing staff removed 800 boxes in 48 hours to the R4 record center. All files were indexed and an ongoing quality control program compared their current inventory with our newly created inventory which they had constant access via the **InfoKeeper**.
2. Client B annually holds an end of the year clean out project. This clean up week entailed R4 placing over 150 bins on site at the clients multiple locations across 5 buildings. They can now start the year fresh without jeopardizing sensitive business documents.



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Our respected industry organizations and partners

www.nationalrecordscenters.com

www.armachicago.org

www.prismintl.org

www.naidonline.org

www.andrewssoftware.com

www.datachambers.com

Dr.'s Office Illegal Dumpster Dumping

Penalty for doctors who put medical records in dumpsters

According to the Greene County Daily World on August 19, 2008, Dr. J.B. O'Donnell of Bloomington, Indiana was fined a meager \$1,250.00 by the state as part of an agreement filed in the Monroe Circuit Court. In October 2007, it was reported that Dr. J.B. O'Donnell threw away approximately a dozen boxes in his dumpster in the back alley. The patient files thrown in the dumpster contained sensitive medical information, names, addresses, Social Security numbers and employment history. There was minimal corrective action required of the doctor. He agreed to post the security breach on his website for a measly 30 days.

New Year / New You

Trim down and get lean and mean with R4. Don't get stuck with added costs from other providers. R4 offers:

- Straight-forward delivery fees (no minimum delivery charges per order)
- Re-boxing only at the client's discretion. If a box is in need of repair you will receive a photo of the boxes and a phone call to ask permission. EVERY TIME!
- Not a blanket fuel surcharge. R4's fuel rate is based upon the Department of Energy Statistics.

R4 Boxes are made from RECYCLED PRODUCTS



R4's cardboard boxes are made with a minimum of 80% recycled products and the manufacturer is associated with the Sustainable Forestry Initiative.

www.sfiprogram.org

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