

**In this issue: New Website, Media
 Destruction, Industry Highlights**

Letter from the President



Trish, husband Kris, and Daughters
 Suzanne (2) and new addition, Eleanor,
 born March 9, 2006.

I'd like to introduce the new look of R4. You'll notice an updated, refreshing and modern appearance on our logo, website and marketing material. R4 is proud of our new look and hope you enjoy it also. We always welcome your comments and questions. We look forward to hearing from you. Although the face of R4 has been modified the R4 mission has remained the same. Please continue to demand the expert services you've come to expect.

I would like to thank our clients who called and commented on our last newsletter – we were thrilled to send you a look of Who's Who at R4! We hope you enjoyed seeing our "family".

As we've entered our second quarter of 2006 – we're pleased to offer our newest available service; the destruction of media. Recently, we've re-invested in our destruction services. Not only can we shred hardcopy, but, hard drives, cd's, tapes, and any media that may contain sensitive information. My brother, Sean, is working diligently to offer the most advanced services, as well as, assisting all of us to remain compliant to the many changing laws the federal government has enforced on businesses like yours.

This past April, Sean attended the PRISM and NAID conferences in Phoenix; we've given you a brief summary of them in this newsletter.

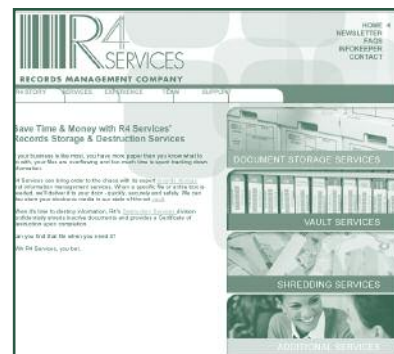
Finally, log on now to www.r4services.com and enter the R4 contest to win free stuff.

As always, thank you for your business. We value our relationships.

Yours,

Trisha Rooney Alden

Trisha Rooney Alden
 President

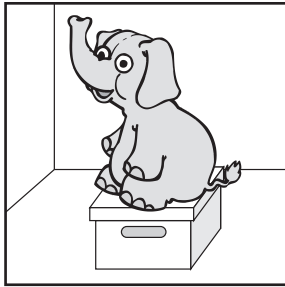


INDUSTRY

What is a Box?

By Mike Kelly

A few years ago most people would say that it is square, made of cardboard and you put things into them so you don't have to look at them again. Of course when you did need the items that you packed away you discovered that time had taken its toll on your box. It was still made of cardboard but it was no longer square and when you lifted up the box, you



ended up with two pieces of cardboard in your hands and a box sitting on the floor. The boxes that you send to storage are handled many times throughout the life of the box. Boxes are retrieved, delivered, stacked and moved over and over again. Most records are required to be stored a minimum of 7 years and often longer. R4 Services decided that the documents you were putting into these boxes were too important to your Records Management Program and made some improvements.

The Anatomy of an R4 Box:

Through our own research, experience and customer suggestions, R4 Services has designed our boxes to exceed industry standards. The boxes are constructed of corrugated

fiberboard. They also have a double walled design to give it additional stacking strength. The lids are 3 inches deep and cover the entire handle area. This gives exceptional strength to the handle to prevent it from tearing and also keeps the lid securely on the box. The boxes are stored flat so they don't take up too much room in your office but easily assembled in just seconds.

We have two sizes of boxes available; our standard box is 12"W x 15"L x 10"H and our legal size box is 15"W x 24"L x 10"H.

How can I get a these boxes?

It's easy! Just call our service center at 773-843-3900 and our staff will have the boxes delivered to you. Do you have a special box request? Call your account executive and let us know how we can help. We're so sure that you've never used a better box that we're offering a special incentive for the month of July. Call now and mention this article and for every 10 boxes ordered, you'll get one free.

FACTA – HIPPA – SOX Compliance

By Sean Rooney

Breaking the Barriers (NAID) and Blazing New Trails (PRISM) were the themes for these two information management conferences that I recently attended. Key topics discussed were the ongoing impact of FACTA, HIPPA, and Sarbanes Oxley (SOX) on information management. Security and reliability were cited as the most important elements of good programs. Increased enforcement is anticipated as identity theft and information related fraud crimes grow dramatically. Increasingly new proposed legislation and regulations are focused on compliance. Technology that provides audit trails for chain of custody and includes information on the contents of boxes is critical.

Retention Schedules continue to be a frequently asked question particularly by clients without full time record management staff. We've included an excerpt from PRISM on Retention Schedules to provide some insights on this basic program element, take a quick glance at these guidelines.

Consider these statistics:

- Since 1982, production of office paper has grown 60%.
- North American businesses generate approximately 1 trillion new pieces of paper every year.
- According to Hewlett Packard, email, which was supposed to reduce the amount of printed paper, resulted in a 40% increase in printing volumes.
- Paper consumption in the U.S. will grow from 43.7 to 65.6 million tons between 1995 and 2015

IK Tips and Tricks:

- Record Series – Allow Infokeeper to automatically fill in your retention date by establishing a record series. This key feature assists in building and establishing a retention program for your organization. Speak with your Account Executive to discuss implementing a record series into your data entry.



HIGHLIGHTS

Quick Glance at Records Retention Guidelines

Excerpt from PRISM..

All business, regardless of size, would find it impossible to survive today without keeping detailed records. Out of sheer necessity, we must maintain our records as efficiently as we advise our customers to maintain their records. Many of our customers have established records retention schedules.

Our purpose here is not to create a schedule for you, nor are we attempting to establish time periods to maintain records, as retention periods for specific records are the responsibility of each independent organization.

Our purpose is to guide you to sources currently available which will assist you in the creation of your company's unique records retention program. An important point to remember is that no two company retention schedules are exactly alike.

There are a variety of resources to draw from when making retention recommendations. We do strongly suggest that, due to the possibility of litigation, any company's proposed records retention schedule be reviewed by its legal counsel, as these are the people who will be called upon to defend the program.

Before committing to a particular plan, you should know which records you are required to keep, as well as the length of time they must be held under state and federal law. Following are examples of some basic records requirements

as found in Recordkeeping Requirements by Donald S. Skupsky and recommendations from Culton, Immelman & Associates:

Federal Tax Records: Most tax records must be kept for six years from the end of the year in which the records were created. If income has been understated by 25 percent or more, tax records are to be maintained for seven years from the end of the year in which the records were created. Employment tax records are to be kept for six years from the end of the calendar year.

Payroll: FICA and FUTA regulations have retention periods of at least six years.

Employment Applications: One year for all positions applied for.

Actions & Discriminations: Federal law 29-CFR 162033 states that these records must be kept for "last action" plus three years.

Employee Injuries & Illnesses: Until settlement plus five years. As a general warning, once any litigation or subpoena is received, all records in this area must be retained until settlement, plus five years.

Employee Medical Records & Hazardous Exposure Records: While the employee is active, plus thirty years; some indefinitely.

Employee Pensions and Benefits: While the plan is in effect, plus one year. Detailed records of employer contributions and payments should be kept for six years, and summary records of contributions are to be retained for an indefinite period in order to administer the benefit plan.

State Tax Records: Most states use the federal income tax return as part of the state return. The federal return and supporting documentation must be maintained for whatever period is required for state tax returns. Some states have limitations of action similar to the federal government's while others specify a retention period of four to six years, especially for sales tax records.

Again, we must stress that no two company retention schedules are exactly alike.

We will be happy to assist any of our clients in finalizing a retention schedule.

R4 Media Destruction

In addition to your sensitive hardcopy documents – send us your sensitive media as well. R4 has the capability to destroy all types of media, including hard drives, floppy disks, cd's, dat tapes, etc.



Contact Srooney@r4services.com for more information

win free stuff @
www.r4services.com

R4's Direct Dial Access Management

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Records Indexing for Quick Access & Retrieval

Count on R4 Services for accurate indexing of your records:

1. File Level: For boxes packed in alphabetical or numerical order, we can capture the first and last file in the box and enter the information into the box's description field of our database.
2. Detailed File Level: Individual files within the box can be entered into our database for simple identification of records.
3. Box Level: We can capture the contents noted on the outside of your box and enter this information into the description field of our database.

We can prepare and pack boxes at your facility and index them at the R4 warehouse for complete and accurate inventory, or we can accomplish the task at your facility. Either way, our dedicated team of indexing specialists will accomplish the task efficiently and accurately to save you time, hassle and headache.

Talk to an R4 Services Representative at 773-843-3900 or contact us via email to learn more about our Indexing Service.



Congratulations to:

Edwin A. Saquimux
Solomon Cordwell Buenz
and
Al Jackson
World Book Publishing

for being the first two people to respond to our photo teaser. They both correctly identified our four drivers from 2001 who are still working very hard for us today! Great job, Edwin and Al.



REBUILDING TOGETHER

R4 recently participated in the Rebuilding Together Day in Chicago. R4 donated boxes to assist in the pack up of homes in need of repair.

RT*MC is part of a national nonprofit program which sponsors National Rebuilding Day across the country on the last Saturday in April. Every year, a different Chicago neighborhood and south suburb are selected in which they provide free home repair for elderly, disabled, or low income individuals.

www.rebuildingtogether-chi.com

Visit us at - www.r4services.com