

*Timely access to information. Legislation and regulatory compliance. Maximum space utilization. Vital records protection. TAB consultants can help your organization address these and other critical issues surrounding your records management function.*



With more than 40 years' experience, we will help you improve your organizations records management practices – whether paper or electronic. Working together, we will develop solutions that allow your organization to work more efficiently, make better decisions and manage your exposure to risk.

### **Get what you need**

The process starts with a Needs Assessment, in which TAB consultants analyze how you use, store, and access information.

We examine your current practices – what information you have, who accesses that information and how it is used. We look at document types and uses, storage methods and space utilization, existing policies and procedures, current and pending regulatory requirements and most importantly the needs of your employees.

TAB consultants then develop a strategic plan – a plan that will provide your organization with a complete records management framework. We'll provide recommendations, priorities and estimated budget costs. And we can even implement the solution for you.

### **Work more efficiently**

Whether your records are paper or electronic – we'll help you organize, access, and manage your information better. Our Certified Records Managers (CRM) and/or Certified Document Imaging Architects can assess and facilitate your organizations shift from paper based records to electronic media.

TAB consultants work with you to optimize workflow by improving access to vital information. By developing procedures and guidelines for the creation, retrieval and retention of documents, TAB creates the consistency required to work more efficiently and achieve the best industry practices.



### **Make better decisions**

The ability to access crucial information quickly and easily means that your organization will be able to respond more effectively. That translates to improved productivity and better decision-making. It also helps ensure the delivery of high level service to your valued customers and stakeholders.

Tactical advantages of an organized records management program are the cost savings associated with increased productivity, more efficient use of floor space, and the timely disposal of redundant or unnecessary records. Plus your organization will have the ability to leverage the knowledge that it develops and currently possesses.

### **Manage your risk**

TAB ensures that your records management practices are compliant with all industry-specific regulations and legislation. We make you aware of your legal requirements and the impact of privacy legislation and freedom of information.

TAB's Vital Records Identification and Protection planning ensures that you will be able to access essential information quickly and easily in the face of disaster. We will develop comprehensive programs outlining everything from duplication and dispersal requirements through storage and access restrictions.

For more information on TAB consulting services, call **1-800-387-6212** or visit **[www.tab.ca](http://www.tab.ca)**

## **TAB Consulting Services**

- Needs Assessment
- Strategic Plan Development
- Policies & Procedures
- Classification & Indexing System
- Retention Scheduling
- Vital Records Protection
- Electronic Records & Information
- Inactive Records Management
- Technology Feasibility Studies
- Implementation



**TAB**

*Get Organized. Get TAB.*

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