

THE OFFSITE BOX AUDIT

Know what's inside

Imagine: 9,000 boxes of inactive records stored offsite with three different vendors.

That's what happened at one company, and because they didn't know what was inside all those boxes, it added up to being a very expensive headache.

How many boxes do you have sitting in offsite storage? Do you know what's in each of them?

What you might be missing

Approaching offsite storage with an "out of sight, out of mind" attitude can quickly turn into a costly problem. Organizations with unidentified or poorly identified boxes expose themselves to several business risks:

Missed income opportunities. If you can't find critical information because it was stored without an audit trail, it could affect the final price or successful completion of a divestiture. One company spent \$40,000 just to locate two files—out of 235—it actually needed for the sale of a division.

Compliance. Don't fall short of the regulatory requirements because you can't find a critical file that's stored offsite.



Are you spending more than you need to? For some companies, up to 90% of all boxes are eligible for destruction, but because retention schedules have not been followed, they're spending tens of thousands in unnecessary storage fees.

Cost. Stop paying to store what should be destroyed. At some companies, 90% of all boxes are eligible for destruction, but retention schedules have not been followed, needlessly costing tens of thousands of dollars in annual storage and related service fees.

Legal. If an organization faces legal action, discovery costs can soar as lawyers request copies of records that are stored offsite in unknown boxes. The organization is exposed to further legal risk if documents are improperly stored and not destroyed according to a formal retention schedule.

Disaster Recovery. An organization's ability to get back up and running can be severely impaired by information getting improperly catalogued in a record storage environment.

Whether your organization is acquiring or selling a division, moving offices, or just needs to reduce storage costs, now is the time for a box audit.

TAB RECORDS STORAGE SERVICES

What is a box audit?

TAB's proven methodology will verify what's in each records box, and determine what action is required:

- Capture box-level information
- Capture file-level detail
- Restructure contents based on retention values
- Destroy non-records
- Destroy records according to lapsed retention schedule
- Return active files to active file room

Each step is managed closely by TAB, with established procedures for clients to review progress and approve the final destruction of records.

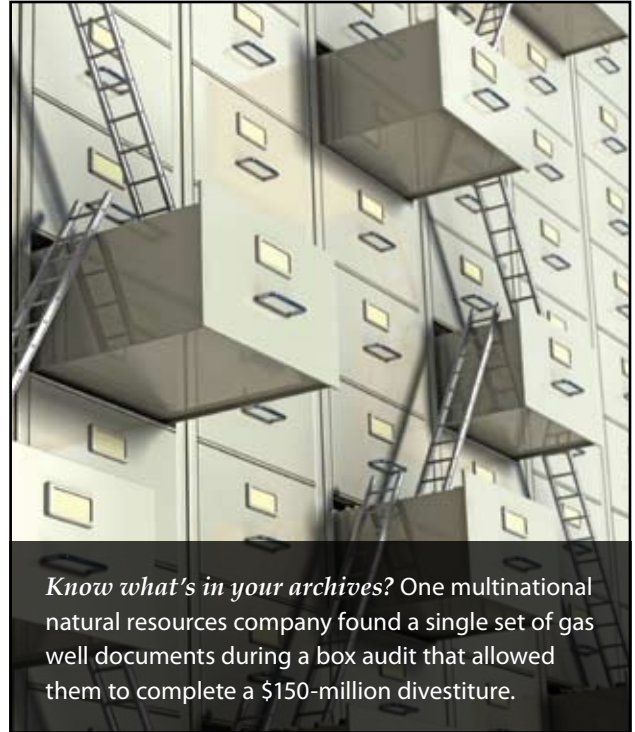
Keep only what you need, know what you have

In addition to reducing your organization's exposure to litigation and compliance risks, a thorough, professional box audit will also directly save money by:

- Destroying non-record or out-of-date materials
- Reducing retrieval costs of pulling multiple boxes to find a single file
- Lowering the costs of external audits

And you never know what you might turn up. One multinational natural resources company found a single set of gas well documents that allowed them to complete a \$150-million divestiture.

By properly identifying your offsite records, you can reduce exposure, save costs, and be ready for any organizational changes. It all starts with knowing what's in the box.



Know what's in your archives? One multinational natural resources company found a single set of gas well documents during a box audit that allowed them to complete a \$150-million divestiture.

About TAB

As the recognized leader in the records and information management industry, we develop custom solutions that enable our clients to control, store and access critical information. We offer top quality filing systems, media storage equipment and specialists that solve complex records and information management challenges. With more than 55 years of experience, we serve clients in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government.



TAB

**Records
Storage**