

Records Retention Program

Let the Experts Manage Your Records

Organizations are constantly challenged with managing large volumes of documents, while adhering to a multitude of state and federal regulatory requirements. Deciding which documents to retain and which to destroy can often be a complicated and frustrating process. Adopting a standardized records retention program can eliminate confusion and provide many key benefits, including:

- Reduced space requirements – Typically, about half of all records can be destroyed, freeing up valuable storage space.
- Convenient document disposal – RCI will pick-up eligible documents, destroy them and provide certification that all documents have been properly destroyed.
- Cost Savings – Clients can reduce funding allocated for outsourced document storage by maintaining records only for their required retention period.
- Improved Risk Management – Your legal exposure is reduced when you destroy documents that you are no longer legally bound to keep.
- Efficient Document Retrieval – RCI's proprietary software provides an electronic index that can quickly and efficiently locate needed documents.



Unmatched Expertise

Everyday, RCI works with school districts, cities, counties and corporations to make sense of complicated and changing legislative requirements. Our consultants possess legislative knowledge and are fully versed about the latest document classifications and retention periods. In addition to keeping only what is required, RCI prepares a document retention timetable so you can manage file destruction cycles on an ongoing basis.

Additionally, if your state does not provide regulatory guidelines regarding document retention, RCI's consulting group will work with you to develop a program that meets your requirements.



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A process you can count on!

1. RCI sorts, classifies and inventories all records. Documents are categorized for destruction, retention or permanent storage.
2. Boxes designated for destruction will be identified with a "D" label that includes a number sequence and readied for client approval and destruction.
3. Remaining files are classified as "retained" or "permanent" and labeled and stored accordingly. All documents are sorted into boxes that identify content description, office of origination, date of origination and destruction eligibility date.

Find what you need... when you need it!

RCI's on-site physical inventory organizes all records into either a paper or digital storage system. Additionally, RCI provides a comprehensive database to help access documents, using a variety of criteria:

- Alphabetical, by department, campus location and record name
- By box number
- Records ready for destruction (alphabetically, by department or campus location)
- Records to be destroyed (by eligibility year and box number)



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Depend on a Leader

For more than two decades, RCI has provided comprehensive records retention services to thousands of clients across the United States. Our goal is to provide cost effective solutions that meet the varying requirements of our clients.

Expertise: Our professionals are highly experienced and employ proven methodologies to analyze and develop retention programs that meet legislative and organizational requirements.

Long-term Commitment: You can count on us for ongoing support, including regulatory consulting and periodic updates.

"I have worked with RCI for many years and find their records retention services to exceed expectations. Their legislative knowledge and ability to perform annual updates helps us utilize space more effectively and assure that we meet regulatory record retention compliance. RCI is an excellent value for all school districts."

Ronald Mayfield
Superintendent
Granbury ISD
Granbury, TX