



Records Consultants Inc.

RECORDS RETENTION PROGRAM

Product Description

RCI offers an on-site physical inventory of your stored documents and organizes your files by their legal retention period. We organize all permanent files into either a paper or digital storage system.

Per your legislative document retention schedule, RCI's document consultants are cognizant of document classifications and their retention periods. We maintain a group of document specialists to provide up to date information on the ever-changing document retention legislation.

RCI organizes your files into a document retention timetable that allows your organization the ability to manage file destruction cycles.

Records Retention Process

- RCI will review and process all boxes of inactive records made available for processing. We will sort, classify, inventory the records and label boxes for retention or destruction, as applicable. If retained records need to be boxed or re-boxed, RCI will do so using standard size boxes, measuring approximately 12" x 15" x 10".
- Documents will be categorized for destruction, retention and permanent storage.
- The boxes designated for destruction will be identified with a "D" label that includes a number sequence and readied for client approval and destruction.
- The retained files will be sorted into standard boxes, identified with and a "R" label, that identifies content description, office of origination and eligible date for destruction.
- All permanent documents will be similarly boxed and stored in a designated location. RCI also offers to digitize permanent files.

Fast Document Assess

- To easily locate your documents RCI provides the following reports:
 - alphabetical by department and record name.
 - Inventory of records in storage by box number.
 - Inventory of all records ready for destruction, alphabetically by department or campus location.
 - List of boxes in storage by destruction eligibility year and box number.

Why Select RCI?

RCI provides on-site evaluation and implementation services that offers a cost effective solution to meet your records retention requirements. We offer the following value proposition:

- **Risk Management;** reduces the window of legal exposure.
- **Consulting Services;** develop and analyze your document retention requirements.
- **Space Savings;** typically, about half of your records can be destroyed.
- **Efficient Document Retrieval;** RCI's Record Retention Software provides an electronic index to accurately locate each document.
- **Cost Savings;** reduce the amount of funds allocated for document storage ... only maintain records for their retention period.
- **Currency of Legislative Guidelines;** RCI maintains an up to date knowledge of legislative retention requirements.
- **Proven Certified Process;** RCI offers a core competency to implement and certify your document retention plan...over 900 highly satisfied customers.

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