

# Why Go Offsite?

Enter the world of smart information management solutions.



**PRISM**

INTERNATIONAL

Professional Records & Information Services Management

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*Professional Records &  
Information Services  
Management*

### **OUR MISSION**

*Prism International, a not-for-profit trade association, provides educational and advocacy resources to promote smart information management solutions for its members and the business public. Our members operate in 60 countries around the world.*

### **OUR GOALS**

*Professional Development  
Professional Ethics and  
Guidelines  
Research and Information  
Networking and Forums  
Organizational Relationships  
Public Awareness*





*The business of records and information management continues to become increasingly complex as new technologies emerge and companies change the way they do business. That's why it's important to consider new and better ways to manage your company's information.*

*Records and information management partners can help you lower your operating costs, improve employee productivity, create more value from information assets, and protect your business from the risks of litigation, audit and disaster. PRISM International members specialize in information management services, and will work with you to create a program that meets your needs and allows you to manage your business records and information more effectively.*

**SECURITY. FLEXIBILITY. EFFICIENCY**  
*These are just a few of the benefits you can expect to receive when you enter the world of smart information management solutions.*

## SECURITY

*Ensure your information remains safe and confidential...*

*As a records and information management partner, we understand how important information is to your business. It requires confidential handling and secure storage. We offer both.*

## CONTROLLED ACCESS

*Once you specify who can access your records, we will take the appropriate steps to provide those employees with as much or as little access as you desire. Authorization lists and physical security systems help ensure that your instructions are followed and your information is protected.*

## CLIMATE CONTROLLED ENVIRONMENT

*Some information requires special climate controls that can be costly and difficult to implement. Our special climate-controlled environments provide complete protection - saving you time, money and aggravation.*

## PROTECTION AGAINST DISASTERS

*Fires, earthquakes and floods can virtually wipe out years of important and confidential information. Prolonged power outages and loss of internet connectivity can rob your business of needed cash flow. Your business can't afford those losses. Our facilities are designed with these concerns in mind to provide you with the ultimate protection.*

## DISASTER PLANNING

*Should the worst happen, a comprehensive disaster plan can help you move quickly to recover important information. We can help you develop a disaster plan that prepares you for a full recovery.*





## **FLEXIBILITY**

*An array of professional, easy-to-use services. ..*

*Offsite records and information management partners offer more than storage facilities. We offer a variety of professional services, including pickup, delivery, inventory, retrieval, storage, imaging, data archiving, business continuity and destruction. Our goal: to make your information easy to access and easy to use.*

## **AROUND-THE-CLOCK SERVICE**

*We know that business today takes place around the clock. That's why we offer information management services 24 hours a day, 7 days a week, 365 days a year.*

## **DELIVERY AND PICK UP SERVICE**

*We provide the vehicles and manpower needed to pick up and deliver your information. Whether standard timing, a rush job or an emergency, we'll make sure you get your information on time.*

## **SPECIAL MEDIA SERVICE**

*PRISM International members provide special services to handle and store all different types of media, including film, disks, cartridges, drives and special services like e-vaulting, server co-location and digital archiving. We can help you utilize and manage emerging technologies and new types of media.*

## EFFICIENCY

*cost reduction, cost avoidance, enhanced productivity...*

*Conserving resources and cutting costs are among the most popular activities in corporations today. We know you need all the help you can get, so why not start with your records and information management operation. With a PRISM-affiliated partner on your team, you can accomplish both.*

## CONSERVING RESOURCES

*Managing important and confidential information can be a significant drain on your staff resources. We provide a professionally trained staff, available around the clock, to manage all of your information needs. Meanwhile, your staff can focus on core business issues.*

## CUTTING COSTS

*Are you considering using your expensive office space to store information? Thinking about tying up your assets in a special warehouse and expensive storage equipment? Let us manage that information for you...we're experts in smart information lifecycle management solutions.*





## PRISM INTERNATIONAL CODE OF ETHICS

*As a member firm of PRISM International, we recognize our commitment to a philosophy of professionalism to our clients, fellow members and the public.*

*Our commitment to each of these is:*

**TO OUR CUSTOMERS, WE WILL**  
*Clearly identify the terms of our storage and service agreements and fulfill them in good faith.*

*Provide appropriate security for the information resources entrusted to us by our clients.*

*Consistently stress the importance of quality performance and confidentiality in rendering our services.*

*Pledge to keep our property physically sound and use such controls and procedures as are necessary to fulfill our responsibilities.*

**TO OUR FELLOW MEMBERS, WE WILL**  
*Recognize the high sense of responsibility and ethical conduct that must be demonstrated in caring for the information resources of our clients.*

*Work to further the professional image of the information management industry.*

**TO OUR PUBLIC, WE WILL**  
*Pledge our firm to be a good corporate citizen, fulfilling responsibilities to the communities in which we serve.*

*Continuously increase our knowledge of developments impacting the information management industry.*

*Educate others about information management issues.*

*We subscribe to this Code of Ethics as a condition of our membership in PRISM International*

- *“All parties benefit with this arrangement – the government, the storage firms and, ultimately, B.C.’s taxpayers. The three contracts to private storage facilities totaled \$2.3 million in the last fiscal year. For every dollar spent to store records in these off-site facilities, it is estimated the government saves four dollars.” - Sandy Santori, Director of the Ministry of Management Services for the Province of British Columbia, Canada*
- *“Two thirds of records in organizations without records management may be removed from offices and either destroyed as being obsolete or transferred to lower cost offsite facilities” – Information and Records Management, 4th Ed., Robek, Brown & Stephens*
- *“Businesses create more than 30 billion documents per year” – Women in Business, January, 1997, Jan Lewis*
- *“I have done over 50 ‘outsourcing’ assessments. Never have I found it cheaper to do it ‘in-house’. On several occasions I have been asked to review earlier assessments already done, and in each case the ‘in-house’ costs were either not honest or understated.” – Records Management Listserv, Robert Bailey*
- *“11% of respondents reported sabotage of data or networks...80% of respondents feared likely sources of attack from disgruntled employees.” – CSI 1999 Computer Crime and Security Survey*
- *“It is estimated that the dollar cost of maintaining 8 cubic feet of records (the content of a 5-drawer letter size vertical filing cabinet) in an average state office for one year is more than \$2100 per year.” – Oregon State University Records Management Handbook*
- *“Computer users spend 7.5 percent of their time on a PC looking for misplaced files.” (Survey reported in Information Week).*

*This publication provided courtesy of:*



Published by:



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