Organize

Access

Manage

TAB

YOUR FILES ARE IMPORTANT

> Knowledge is one of your organization's most valuable resources and is documented in the files you create. Therefore, it is critical for people within your organization to be able to **easily access information** within the files regarding your organization's customers, capabilities, and assets. Well-organized files and documents ensure more efficient access to and improved management of information.

For more than 60 years, TAB has provided leading organizations with integrated records management solutions to help them **save time, space, money and minimize their exposure to risk.**

TAB offers you custom tiered solutions to match your exact needs. We provide you with color–coded filing systems, high-density cabinets and shelving, records management consulting and file room outsourcing services.

WHY TAB?

TAB helps to organize, access and manage your critical documents and records. By combining the best records management products and services with our knowledge and experience, we will:

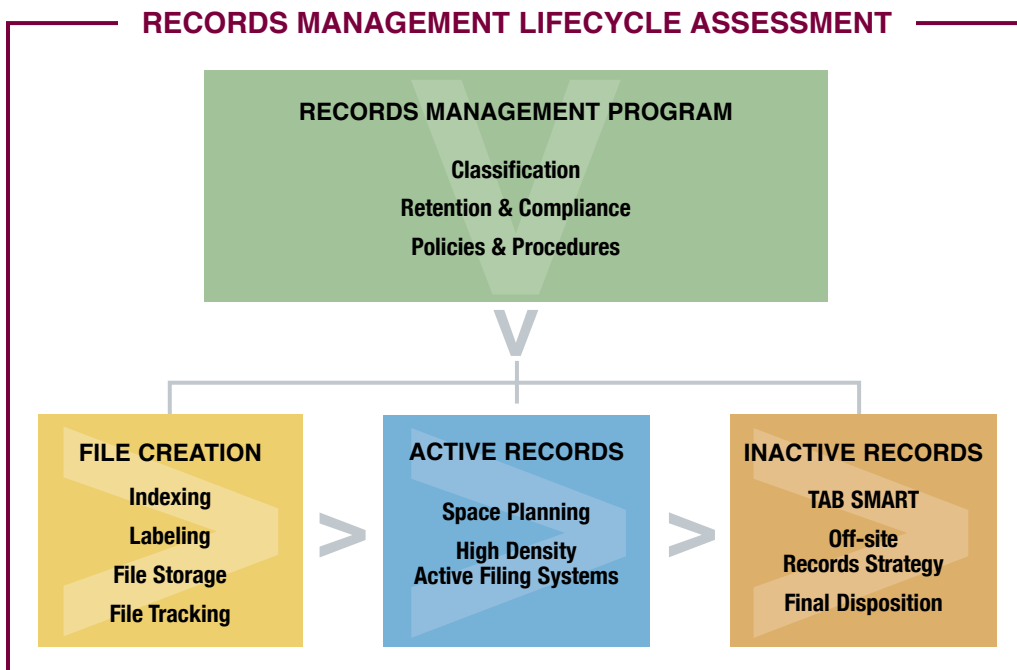## Increase your operational efficiencies

>> *Better Access to Information*
>> *Share Organizational Knowledge*
>> *Improve Business Processes*
>> *Improve Cash Flow*
>> *Increase Revenue*

Lower your exposure to risk

>> *Legislative and Regulatory Compliance*
>> *Reduce Information Loss*
>> *Vital Records Disaster Recovery Plan*

Reduce your costs

>> *Improve Facilities Utilization*
>> *Minimize Offsite Storage Costs*
>> *Implement Cost Avoidance Strategies*

RECORDS MANAGEMENT LIFECYCLE ASSESSMENT

RECORDS MANAGEMENT PROGRAM

Classification

Retention & Compliance

Policies & Procedures

FILE CREATION	ACTIVE RECORDS	INACTIVE RECORDS
Indexing	**Space Planning**	**TAB SMART**
Labeling	**High Density**	**Off-site**
File Storage	**Active Filing Systems**	**Records Strategy**
File Tracking		**Final Disposition**

RECORDS LIFECYCLE ASSESSMENT

> With more than 50 years experience, TAB can help you improve your organization's records management practices – both paper and electronic. We begin with an analysis and understanding of how your organization's critical documents support your key business drivers throughout the records lifecycle.

Your organization faces unique challenges that demand unique solutions. TAB can help you analyze, plan and implement a custom records management solution that meets your needs.

Analyze

Beginning with a detailed **analysis of the way you currently use, store and access your information,** we will help you identify the problems and opportunities that exist to improve your records management system.

Plan

Based on the analysis, we will develop a **plan to increase efficiency** within your records functions. We can improve your access to information, provide better space utilization and minimize your exposure to risk by developing a strategic and standardized approach to your records.

Implement

TAB offers a full range of products and services to facilitate the **implementation of your plan.** Use our move and conversion services to relocate, merge or adapt your current filing system. TAB will ensure that your improved records management program is implemented quickly and easily, with the least disruption to your business.

RECORDS MANAGEMENT PROGRAM

> An effectively designed records management program is an essential tool to enhance responsiveness, increase customer satisfaction, ensure compliance with industry regulations and improve access to information. Your organization's records need to be **organized, accessible and secure.**

>> *Improve Operational Efficiency*

>> *Minimize Risk Exposure*

>> *Reduce Costs*

The optimal records management program has three main components:

Classification

After an assessment of the type and volume of your files, and the information they contain, a classification scheme is developed to better organize your information. The classification works as a "sign post," to clearly identify information and facilitate filing, retrieval and archiving.

Retention & Compliance

A proper classification scheme will ensure that your records are compliant with industry and legislative regulations, including privacy legislation. A retention strategy will help you identify the records that need to be kept, how they should be stored, and when you can legally dispose of them.

TAB can help you develop a disaster recovery plan that identifies your business critical documents, ensuring that vital records are protected in case of disaster.

Policies and Procedures

A defined and documented Policies & Procedures program outlines expectations, authority and responsibility for your records management activities. It ensures that your personnel will know how to properly treat records in the file creation, active and inactive phases of the records management lifecycle.

FILE CREATION

> Using a color-coded filing method can reduce your file retrieval time by 40%. Color-coded filing forms an identifiable pattern that gets you to your information faster. Misfiles break the pattern, allowing for easy identification and immediate correction.
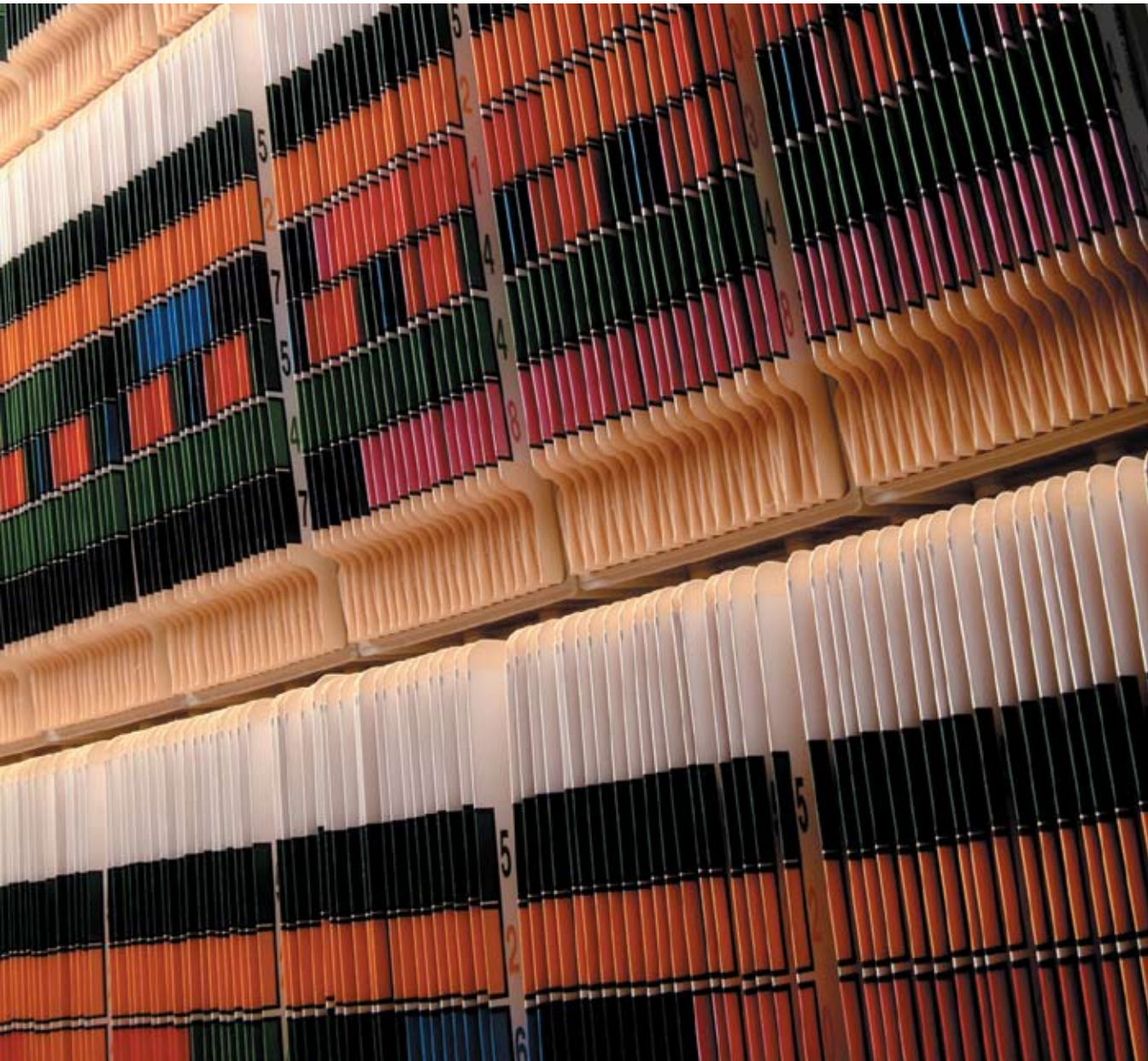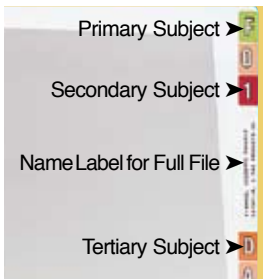
>> *Speed retrieval time* >> *Eliminate misfiles*

>> *Reduce the risk of lost files* >> *Increase efficiency*

>> *Boost productivity*

Indexing

Based on the number of files and the information to be organized, we can help you design the optimal indexing method for your specific situation.

Indexing systems include alphabetic, numeric, alphanumeric, terminal digit, and standard industry identifiers. The right indexing system will improve retrieval times and increase efficiency.

Labeling

Your color-coded indexing system is easy to implement with TAB's suite of products and services. Our **Custom Labeling Services** are a cost-and-time efficient way to apply color-coding when generating or converting a large volume of files.

If you prefer to label files yourself, we offer a full range of self-adhesive color labels and file labeling software.
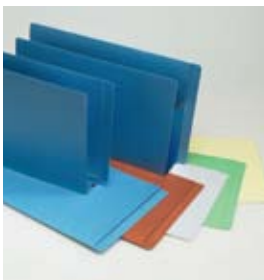
File Storage

Ideally suited for active file retrieval, TAB's durable line of **file folders** and storage products provide efficient storage and protection for your records.

Our extensive line of **file accessories** allow you to customize your file storage to keep all pertinent information secure and grouped. TAB's **Custom File Folder Services** include printing and the application of fasteners, so that each folder meets your specific requirements.

File Tracking

Improve responsiveness and information security, maximize efficiency and reduce the threat of litigation by keeping track of your files, throughout their lifecycle.

TAB's physical recordkeeping software enables you to track the exact location of a file, anywhere at any time.

ACTIVE RECORDS

> An end-tab color-coded filing system offers you maximum file capacity and improved accessibility versus traditional lateral roll-out drawer filing. Space utilization is improved by narrowing or eliminating aisles and using the height available to you. Physical access is improved by making your records visible at a glance.

>> *Speed filing and retrieval time*

>> *Increase operational efficiency*

>> *Improve space utilization*

Traditional Filing Equipment

4-drawer lateral rollout cabinets with locks
Linear Filing Inches (LFI): 3,432
LFI/Sq.Ft: 10.73

High Density Fixed Shelf Cabinets

7-high lateral end-tab locking cabinets
Linear Filing Inches (LFI): 6,240
LFI/Sq.Ft: 19.5

Space usage improved by 82%*

High Density Open Shelf Systems

7-high lateral end-tab shelving
Linear Filing Inches (LFI): 8,232
LFI/Sq.Ft: 25.73

Space usage improved by 140%*

Mobile System

Compacting end-tab shelving
Linear Filing Inches (LFI): 15,050
LFI/Sq.Ft: 53.6

Space usage improved by 339%*

*Versus traditional filing equipment.

ACTIVE RECORDS

> During the active phase, the activity level of your records is at its highest and offers the greatest opportunity to reduce costs and improve efficiency. You need to consider activity, accessibility, space utilization and security. Using the proper file storage products speeds filing and retrieval by improving access to your information.

Cabinets

An ideal solution where accessibility, space and security are issues. TAB's storage cabinets offer twice the filing capacity of traditional lateral roll-out drawers in a smaller footprint.

You can choose from a variety of cabinet styles that make it easy to accommodate information in various media, keeping it accessible and secure.

Twinfile

Designer   Spacefinder

Open Shelving

TAB's open shelving systems are designed for high-density filing environments. The ideal solution for highly active filing rooms, they enable immediate access to a large number of files in a limited area.

Our systems' flexible, modular design maximizes the space you have available while making it easy to file, retrieve, and shift your files.

Unit Spacefinder

4-Post Shelving

Mobile Shelving

Mobile shelving offers the highest possible density of files and other media. TAB mobile systems maximize space utilization by eliminating aisles and compacting several storage cabinets or shelving systems into a much smaller amount of space.

Our systems are available in either manual, mechanical-assist or electrically operated styles, depending on the type and weight of media to be stored.

POWER-TRAC

SIDE-TRAC

TAB-TRAC

INACTIVE RECORDS

> Off-site storage typically represents a substantial part of a records management budget. Yet many companies waste significant dollars each year through the unnecessary storage of records off-site. You can minimize your off-site storage costs by ensuring that only the **most essential** records are maintained.
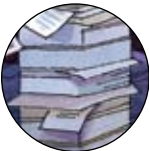
>> *Reduce off-site storage costs*

>> *Improve access to information*

>> *Minimize your risk*

TAB SMART Program

The **TAB SMART (Streamline.Manage.Access.Retain.Toss.)** program, can help your organization reduce the amount of material it retains. The elimination of non-essential documents, both paper and electronic, leads to lower costs for both on and off-site storage. You will enhance employee productivity by streamlining the information available, while improving retrieval time and access to your records.

Off-site Records Strategy

By reviewing your records and eliminating redundant and unnecessary information, TAB can minimize your off-site storage costs. In the process we will ensure you are compliant with relevant industry regulations and legislation.

Final Disposition

As records reach the end of their lifecycle, the policies and procedures developed for your organization clearly outline the responsibilities and activities for their final disposition. The retention schedule, based on your specific compliance requirements, will outline what files can be disposed of safely, minimizing your risk and ensuring that you are not paying for unnecessary storage.

ORGANIZE. ACCESS. MANAGE.

> Better organized files and documents. Quicker access to information. Lower costs. Reduced exposure to risk. These are the benefits of choosing TAB as your records management partner.

>> Minimize your costs

>> Lower your exposure to risk

>> Achieve more efficient processes

Organized information means lower costs

An organized records management system ensures that only relevant files are maintained, reduces duplication of work, and allows for the smooth transfer of information within your organization.

Together we can refine your records management system to make it less complicated and more efficient. We will help you reduce your storage costs, space requirements and information retrieval time, while lowering your overall labor costs.

Accessibility leads to more efficient processes

Lost files. Document duplication. Hoarded files. Internal information that is difficult to find.

These problems slow response to customers, increase your operating expenses, and create unnecessary barriers for your employees.

TAB products and services provide you with the optimal level of accessibility to your records/information. TAB solutions ensure that the right information is where it is supposed to be – reducing filing errors, lowering search time and preventing lost documents. We help your employees find the information they need, when they need it.

Managed records lowers exposure to risk

TAB works to understand your particular records management challenges. We then map out a plan and implement the solution.

TAB helps you manage risk and minimize exposure to litigation by developing retention guidelines for the timely and appropriate disposition of documents.

Losing files due to disaster could expose your organization to crippling costs in downtime and recovery time. Our professionals ensure that you are aware of the vital records you need to protect, minimizing potential disruption to your organization.

TAB PRODUCTS AND SERVICES

> **Filing Supplies & Equipment**

Shelving & Cabinets

High Density Mobile Shelving

Records Management Software

File Services

Consulting Services

Outsourcing Services

TAB USA
1-888-TAB-XPRS
www.tab.com

TAB Canada
1-800-387-6212
www.tab.ca

TAB Datafile Australia
1-800-50-3453
www.datafile.com.au

TAB Europe
+31 20 6975333
www.tab.nl

A-10-GE-OAM-B

TAB
Get Organized. Get TAB.