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***JANUARY, NATIONAL “GET ORGANIZED MONTH,” START 2012 OFF WITH CLEAN SLATE...AND CLEAN OFFICE***

*Getting Organized Is One Of The Top 10 New Year's Resolutions Made By Americans Year After Year, How Many Of Us Are Actually Following Through?*

**Phoenix, AZ – January 19, 2012** – As we enter the New Year and prepare for the year ahead, it is an ideal time to think about cleaning up the office and putting a plan in place to clear out the clutter. As files pile up and room becomes scarce, we should also consider the safety of files lying around the office or in an unsecure environment.

Clutter can be more than just annoying and troublesome; it can also mean improper storage of files and information. Proper storage is more important than businesses realize. Many companies neglect to safely store old records whether they are doctors storing patient files, car dealers storing financial information, lawyers storing private details of a case or any personal information acquired in the process of doing business. Personal customer information is just that, personal, so it is vital that companies are considering the dangers of storing year’s worth of information in their offices.

Phoenix based Record Center Innovations makes a business out of helping companies get organized and safely store and manage important information. Here are some suggested tips for getting organized and safely storing data in 2012:

1. Remove records or files that are not critical to day to day business.
2. Store information at a reputable off-site warehouse that has proper security measures and fire protection.
3. Avoid the temptation of self storage units to house your business records; the risks do not outweigh the benefits.
4. Develop a retention schedule for your business, keeping important records for only as long as you need to.
5. Destroy documents utilizing a certified document destruction company that shreds and recycles the paper.

There are many reasons for becoming more organized in the New Year several of which include increased productivity, less opportunity for information theft, loss or damage; easier access to information and saving money.

“Properly managing and storing old files is key to becoming more organized,” states Erika Peterson, Vice President of Operations for Phoenix based Record Center Innovations. “Companies like Record Center Innovations are here to help, and we will ultimately save you time, money and space as well as make sure you can easily access any information within minutes, just like having the file at your fingertips.”

RCI’s strong focus on customer service has made them Arizona’s preferred resource for records storage, document imaging, including scan on demand; and secure document destruction. Their experienced team managers evaluate, define and implement custom programs contingent on a company’s needs, industry regulations and competitive pricing. Records can be accessed online 24 hours a day and RCI maintains the utmost integrity and security of all files and records. Customer service is the cornerstone of RCI’s business that has secured their success. For more information visit [www.recordcenterinnovations.com](http://www.recordcenterinnovations.com) or call 602.258.4000.

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