

Is the InfoResources team doing a good job for your company? Join our Referral Program and become eligible for valuable gift cards and discounts! Contact [Andy](#) or call (502) 966-5315 for details.

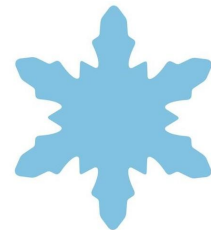
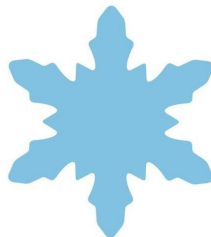
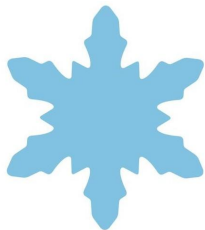
Our Services



inforesources
Document & Warehousing Solutions

infoNewsletter

Vol. 5, Winter 2022/23



Merry Christmas & Happy Holidays!

To all of our current clients, we are happy to announce our Annual Box Sales Event! For box orders of 40 or more placed between now and December 30th, we will be offering a 15% discount. Our boxes are heavy duty, easy to build and will protect your records for years to come. We still offer a lifetime replacement guarantee while you store the box with InfoResources and FREE delivery on any order of 20 or more to our clients within 25 miles of our location.

Please email our [Customer Service](#) team if you have any questions or would like to place an order.

Merry Christmas, Happy Holidays, and have a safe and prosperous New Year!

Walter

A lot of our clients send boxes of records to InfoResources in early



January in order to make room in their offices and to get a fresh start on their new year of business. With that in mind, please enjoy the below parody of *'Twas the Night Before Christmas*:



'Twas the day after New Year's, and all thru the office,
Documents and files were everywhere & workers felt helpless.



The Records Managers did their best to organize the folders,
But what a burden to put on one person's shoulders.



If we load the files all into sturdy, corrugated boxes,
How will we move them; they'll weigh as much as ten oxes?



We'll mark on the outside with the file dates and ranges.
Do we know the retention requirements; were there any changes?



And where will we store the boxes? We don't have any room!
Let's use that empty office? But wait, we now use that for Zoom.



How about we shred the old files; no need to keep storing those.
Good idea! We're tired of the boxes stacked up to our nose!



And when we work from home, how do we review these files?
I don't want to drive to the office and waste all of those miles.



It would be great to go online and use keywords to search.
All the time spent looking for a paper file could leave us in the lurch.

What about back-up data, stored on-site & in the cloud;
Who knows how to retrieve it when access is not allowed?

Do we know if our network is private, protected and secure?
No Risk Assessments in the last 5 years?!? OMG! Are you sure?

And do we still have that storage unit on the other side of town?
The last time I was there, I saw a mouse & all the boxes fell down.

Is there anyone we can call to help us with all of these issues?
InfoResources can help! And no need for tissues!

They are friendly, industry compliant, and very reliable;
And I'm glad to report, that they are very affordable.

Let's call their awesome staff today and start 2023 off right;
With InfoResources as our partner, our future looks bright!

(Mention this poem with your Annual Box Sale order and we'll send you a FREE Mini-Box full of treats!)

The end of the year is a good time to review your account with InfoResources. Common items we recommend to review at least annually are the following:

- Update your Authorized User list.
- Review your retention schedule and request boxes to be destroyed.
- Return any retrieved boxes/files to storage.
- Permanently remove retrieved boxes/files that don't need to go back to storage.
- Update any necessary agreements or vendor assessments (BAA, SOX, Privacy Policy, etc.).

Please contact our [Customer Service](#) team with any questions.

InfoResources Employee Spotlight ~ Meet Angela!

[Angela Palmquist](#) is a graduate of UofL and has been with InfoResources for over 25 years. She has held a variety of positions in Sales & Marketing to now being our Vice President. She plays a vital role with our HR needs but also spearheads our Risk Management and Privacy as our designated security officer. She manages and updates our policies and procedures, as well as our contract management with our vendors. She has been married to her husband, Tim, for 23 years and they have a daughter who is a senior at Mercy. Angela also operates an online re-sale business and enjoys traveling and spending time with her family. Thanks for all of your hard work, positive outlook, and dedication to our team members and the clients of InfoResources!



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Contact
Us

