

THE INNER COR

A quarterly eNewsletter dedicated to North Carolina Data and Information Management News and Business Trends.



A Note from Chris

Happy New Year dear and vital COR365 customers. Like many of you, I've made a few resolutions to help start off the year on the right foot, but they don't all involve the words "less pie."

Securing information and data continues to be a top priority in both our private and business lives. Not a



Resolved To Be Better

If the past year has taught the world of business anything it was that industry best practices are just that – Resolve to Be Better. Best practices insure that your personal and business data is safe and secure at all times. Especially since we live in a time where the daily headlines are all about data breaches, unsecure email, identity and credit card theft. There are bad guys out there. And no, it isn't called paranoia if they are actually out to get you.

Here's our short list of best practices to help you tighten up your ship and sail into the New Year with optimal safety and efficiency:

Out with the old

day goes by where we don't hear about the latest business data breach or personal information hack. And everyone would like to think that it could never happen to them.

If data is knowledge and knowledge is power, then we must take proactive steps to tighten and protect that which is ours. In other words, it is time to stop and evaluate just what we're doing to keep it safe. It's in the spirit of that thought that we offer five "New Year's Resolution's" for your business.

If you find that your business could benefit from any of these listed, remember we can help. Don't hesitate to contact either me directly at ckelley@cor365.com or Betsy Gauthier, Director of Customer Relations at bgauthier@cor365.com / 336-331-4904.

Stay warm, Chris

The first of every year is a great time to make sure your retention policies are being followed. Keeping old data or information can be more harmful than not keeping it. Don't forget that the disposal of data is just as important as its storage. No matter how outdated the document, shredding is the only way to guarantee its proper destruction. And yes, we offer shredding both on or off site.

In with the new

Many companies start their New Year implementing new systems, software or processes. And that can be unsettling if old files are not properly backed up or current systems are not integrated properly. The system experts here at COR365 Information Solutions can help you integrate the new with the old, and are happy to help guide you every step of the way.

Play it safe

By playing it fast. Keep your network running at speeds that don't tempt your employees to go rogue and hop on faster, unsecured networks. You need guarantees that employees are only logging into your network and that they change passwords regularly. For true security, there's really only one way to go, and that's your own high speed, secure network. The pros at COR365 can help you build a secure fence around your system.

Stay up to date

Free up office space while improving employee efficiency and moral with digital technology. Employees can feel frustrated and like they are wasting time searching paper files for the information they need to do their job. Document scanning not only saves time and space, but it also helps keep data from getting lost along the way. Let COR365 help you build a strong inventory system for your information, so that no document ever goes unaccounted for.

You're mobile. Your data should be too.

The one thing you can count on in 2016 is that life isn't going to slow down anytime soon. We live in an on-demand world. There's no doubt that you'll need to access your data and documents remotely sometime this year without worrying about data breaches. COR365 offers special recall software such as iCOR by M-Files that can be used on any device, anywhere you are. Why let being out of the office hinder your ability to get things done? iCOR by M-Files grants accessibility using a secured platform.

New year. New rules?

If you manage information on an enterprise level you know that the New Year typically is accompanied by new regulations. What's the best way to find out if there's any new rules or laws affecting your business this year? COR365 offers certified Information Governance to keep you and your business compliant. Contact Betsy Gauthier, Director of Customer Relations at bgauthier@cor365.com/336-331-4904 to learn more.

About COR365 Information Solutions

COR365® Information Solutions provides clients with industry-leading solutions that streamline operations, lower costs, and simplify compliance. The company offers hardcopy records management, secure tape vaulting, offsite records storage, document imaging and shredding services—with redundancy and durability built into every critical component. For more information, visit www.COR365.com or contact Chris Kelley, 336-331-4901 or email ckelley@COR365.com



