

Not Just Storage

Records Control

ITW Evercoat manufactures auto body repair fillers and putties for the automotive refinishing industry, patch and repair products for the recreational marine market, and specialty polyester coatings for the industrial and boat building markets.

EVERCOAT®

Before becoming a BIS customer in 1996, ITW Evercoat stored old records and files in their plant. Explains ITW Evercoat Administrative Manager, Sandy Proffitt, *"We had no inventory of records so we had to search stacks and stacks of boxes to find what we needed. It was dirty, time consuming, and often unsuccessful because we didn't know what we had and what we didn't have. With our records at BIS we can easily retrieve exactly what we need and we can make prompt decisions to dispose of what we don't need."*

"BIS' mission is to help customers achieve compliance, save time, control cost, and reduce risk and liability," explains Nancy Day, the BIS Customer Relationship Manager assigned to ITW Evercoat. *"Too many businesses put old records into storage and forget about them. You know, 'out of sight, out of mind'. Sure, it is important to be able to retrieve what you need, but it is even MORE important to purge records you don't need!"*

Sandy agrees, *"BIS gives us the ability to control our records. With BIS' notification system we know when it's time to have BIS destroy expired records which keeps us in compliance with our Records Policy."*

Disposing of unneeded records also helps save time and control cost. *"The less you have*

the faster it is to find what you need," says Nancy. *"Besides that, the sooner you throw away the records you no longer need, the less you spend for storage. And most importantly, in the end, you reduce risk and liability from lawsuits and audits by not holding on to records you aren't required to keep."*

And what does Sandy think of BIS? *"With BIS we have peace of mind. We know our records are stored in a safe and secure location. It is fast and easy to find and retrieve records and we can have records shredded as required by our policy."*

"In 2008 we reworked our records policy," explains Connie Kohls, ITW Evercoat Office Services Assistant. *"BIS helped us update our materials and showed us shortcuts to revise our records."*



ITW Evercoat's Innovative Auto Body Repair Products

Connie sums it up this way, *"BIS provides us with efficient and reliable off-site storage and a dependable tracking system. We have a great working relationship with Nancy Day. The entire BIS Staff always treats us with respect and courtesy. Our telephone calls and emails are returned quickly and all our questions answered in a clear and concise manner. ITW Evercoat and BIS are partners in keeping our inactive records safe, secure, and readily available at a moment's notice."*