

It's Out of Sight, but Is It Out of Mind?

Technically, yes...until you need it!

Bekins-Pacific Storage Company's Vice President, Richard D. Steed, explains the advantages of professionally storing your business records.

As last year's crucial files are slowly overflowing the corner cabinet, a few questions come to mind. They're taking up too

for their customers quickly and all standard requests are completed and delivered, usually within four business hours. The facilities are clean, secure and professionally managed. They even have a climate control room designated to store back-up tapes, vital papers and other magnetic media.

As a company that dates back to 1856, Steed attributes much of its success to the longevity of the staff. About 80 employees are



*Gregory J. Tudor
President and CEO*

*Richard D. Steed
Vice President*

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much office space now — where will you find the space for next year's additions? The files could be placed in a mini-storage, but is that secure, and how long will it take employees to locate an important document once they get to the storage unit and what are the effects of their additional worker's compensation exposure?

According to Richard D. Steed, Vice President of Bekins-Pacific Storage Company, records management firms not only solve the problems listed above, but many others. Computerized automated tracking enables his company to locate containers and files

located in six offices throughout Northern California, handling more than 800 accounts company-wide. "Our employees have really been an asset we're proud of," says Steed, who has been with the company since 1985.

The majority of Bekins-Pacific Storage's customers are insurance companies, financial institutions, hospitals and law firms. Steed says that providing the highest quality service and continually offering new service products has helped maintain a very small turnover in customers and significant, steady growth. Two common services provided by

Bekins-Pacific are office and industrial moving and local and long distance moving; however, a more recent addition is certified document destruction.

Bekins-Pacific provides both on and off-site document destruction, which consists of shredding sensitive data that may otherwise not be secure. What's the cost? While storing items is inexpensive when compared to the cost of using square feet of office space, document destruction services are also affordable. In today's climate of data protection and privacy, customers not only avoid the responsibility and expense of maintaining their own machine, but are also ensuring proper destruction procedures.

What's in store for the company in the near future? Gregory J.

Tudor, President and CEO, has four goals: to keep investing in employees, to continue being involved in the community, to be on the forefront on regulatory issues established by the federal government and other industries, and to keep up with technology. "We're going to continue to invest in technology as a firm to meet the growing demands of our valued customers," says Tudor.

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