

The Quickest and Easiest Way To Handle Employee Paperwork From Day 1

When you first start a business, there are a lot of different responsibilities and burdens to juggle. There are so many different details to monitor that some things are naturally going to get overlooked, and file storage is near the top of that list. But good recordkeeping—particularly in regards to employee paperwork—can save your business a lot of grief down the line, from legal issues to lost productivity. With those dangers in mind, it's a good idea to set up a smart record keeping policy from day one. Here are a few tips to help you develop such a policy:

- **Build a relationship with a secure shred partner:** Employee paperwork contains sensitive information like names, addresses, social security numbers, bank account numbers, and more. Federal and state laws require businesses to destroy this information after a certain length of time has elapsed since a person's employment. Establishing a relationship with a secure shred partner will help you stay compliant with document destruction regulations *and* avoid costly data leaks of employee data.
- **Make use of third-party storage:** Storing employee paperwork (and all other files) on site can use up a lot of space and make it impossible to find anything when you need it. Hire a third-party document storage company to store your files in a secure, offsite location. Doing so will keep your files safe without requiring you to waste an entire room on their storage.
- **Be ready for taxes:** Keeping your employee records organized (including payroll information) will make it easier for your business to prepare and submit all of the necessary paperwork when tax season rolls around. A good record storage company can provide file indexing and inventory so you can quickly locate a specific file or box of files when you need it.

Paperwork and filing are two necessary evils in the business world. Both items can be convoluted and disorganized if you let them. However, by adopting a smart and easy-to-follow record keeping policy for your business, you will be better equipped to meet government requirements, avoid leaks, and operate efficiently for years to come.

Find out how CI Information Management, a Columbia Industries company, can help you. Whether you need secure paper shredding in Yakima, WA or safe and convenient records storage in Moses Lake, CI Information Management has you covered.