

BIS Records Control Software

Organizes Records to Enable Disposal

At Makino, exceeding expectations isn't just a promise, it's a practice. Makino is a global provider of advanced machining technology and application support for the metalcutting and die/mold industries, dedicated to driving out more costs from your manufacturing operation than any other competitive machine tool manufacturer. Their manufacturing and service centers are located in the United States, Japan, Germany, Singapore, Italy, France, Korea, Taiwan, China, Mexico, Brazil, and India, and are supported by a worldwide distributor network.



Organization Is Key

"We used to use a paper Inventory Report to track our boxes. This was not very efficient because we did not have a consistent method for using the sort fields," says Karen Sparling, Corporate Controller for Makino.

Business Information Solutions, Inc. is a corporate records control company that will work with your company to develop an enterprise-wide Records Control Plan. BIS can provide the staff, tools, and training to accomplish a wide variety of Records Control projects including packing, labeling, cataloguing, control planning, disposal scheduling, etc.

"I developed a Records Control Plan with a document sort hierarchy in a matter of minutes with Frank Albi. And I made the decision to purchase BISfile® to improve the use of our sort fields and allow better management of our records database," Karen explained.

The Right Tools Are Crucial

BISfile® is a PC-based application using barcodes and MS Access technology that enables customers to create an enterprise-wide database to control and track all of their records. BISfile® provides new, easy-to-use tools for database maintenance, nomenclature standardization, disposal scheduling, and activity tracking.

"The software is very easy to use. My favorite features are being able to edit the data and assign sort fields. I can provide each Department Manager with an Inventory Report and list of expired boxes for their department," says Karen.

Records Control Facilitates Disposal

Disposal schedules are also included with a Control Plan. Disposal dates are assigned to each category of record stored. BISfile® can automatically notify you when the records become eligible for disposal.

"I have noticed a cleaner inventory report since receiving BISfile®. The quality of the information has improved and we have reduced the number of boxes by approximately 20%," Karen reports.



Result Is Increased Efficiency

"The conversion was very simple and I was trained in less than an hour. BIS's staff was extremely helpful and knowledgeable. Now that I am using BISfile® I am very efficient. I don't have much time to spend on this, but BISfile® requires a minimal amount of time to maintain it," raves Karen.

BIS focuses on providing services designed to help customers know what records they have, where the records are kept, and when they can dispose of them. This unique focus emphasizes the disposal of records as soon as it makes business sense to do so. Retaining unneeded records adds to both overhead and risk. By disposing of everything that is not *absolutely* needed, organizations simplify audits and reduce exposure in the event of litigation.