



Great American Records Management

Code of Ethics

Revised & Approved by the Board of Directors May 2007

As a member of PRISM International, we recognize our commitment to a philosophy of professionalism toward our clients, fellow members and the public. Our commitment to each of these is:

TO OUR CUSTOMERS, WE WILL

- Clearly identify the terms and conditions of our contractual agreements and fulfill them in good faith.
- Maintain the confidentiality and security of client information resources.
- Initiate best practices and utilize quality controls in providing information management services.
- Pledge to keep our facilities, employees, controls and procedures compliant and prepared to fulfill our responsibilities.

TO OUR FELLOW MEMBERS, WE WILL

- Acknowledge a shared understanding of our serious responsibility in caring for client information assets.
- Communicate and cooperate effectively in order to maintain high standards of service.
- Facilitate peer education and participate in information exchanges among members in order to advance and improve the industry.
- Work together to further the professional image of the information management industry.

TO OUR PUBLIC, WE WILL

- Take seriously any ethical complaint brought against a member.
- Pledge our firm to be a good corporate citizen, fulfilling responsibilities to the communities in which we serve.
- Continually invest in improving industry knowledge, resources, practices, products and services.
- Educate others about information management issues.