

ASSUREVAULT | BINDING SERVICES | DIGITAL BOOK PRODUCTION
DIGITIZING SERVICES | ECS CONSERVATION | GOVERNMENT RECORDS

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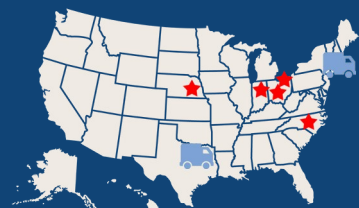
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Columbus, Ohio

North Manchester, Indiana

Utica, Nebraska

www.hfgroup.com

NEWS

Government Records Preservation Services

HF Group is pleased to introduce Government Records Preservation (GRP) to our line of service offerings. Sales Manager, Tim Baumgardner, and his team that includes Randy Jones and Rick Meader, bring years of experience and a wealth of knowledge in the field of Government Records Preservation.

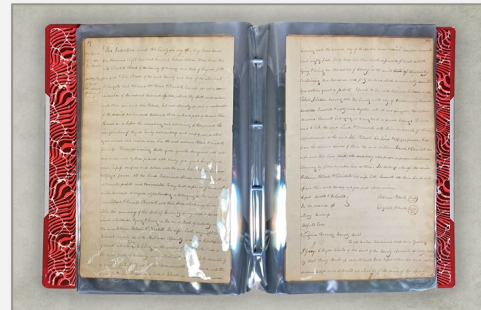
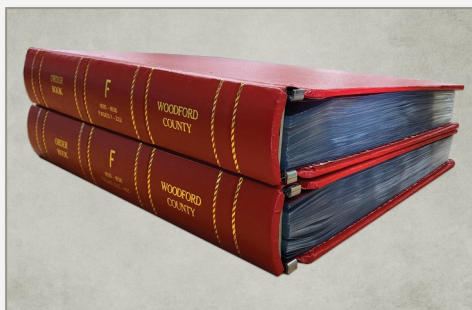
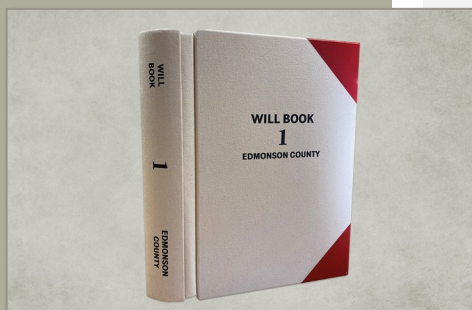
Our portfolio of archival preservation services includes the following:

- New record binders & bound books
- Rebinding of historic bound books
- Canvas jackets
- Surfacing cleaning, mending/stabilization, de-acidification and Mylar® encapsulation
- Digital conversion of historic documents and permanent records
- Conversion of microfilm images to digital images
- Archival clamshell, Kasebox fluted, and hinge boxes
- Archival recording paper

When you purchase preservation services from GRP, you'll be working with staff members who understand the preservation and reformatting needs of government organizations nationwide. We offer improved turnaround time, quality workmanship, competitive pricing, and peace of mind knowing that your materials are safe and in good hands.

Two locations: North Manchester, Indiana, and Greensboro, North Carolina.

For more information, visit us at www.hfgroup.com/grp





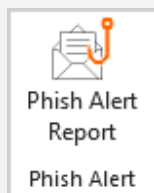
Behind the Scenes

Cybercrime: Creating Human Firewalls with KnowBe4

When it comes to cybercrime, no business is safe. Cyber threats come in many different forms, and attackers use increasingly sophisticated technologies in their attempts to access data and cripple companies. Preventative measures have traditionally been focused on castle-and-moat technology-based solutions, but more and more security awareness plays a critical role.

One of the most common ways in which data breaches occur is through email. To minimize this risk, HF Group has implemented the **KnowBe4 Security Awareness and Training Program** to equip our users with the knowledge and tools to act as human firewalls.

This automated platform trains our employees to understand and recognize the mechanisms of spam, phishing, spear phishing, malware, ransomware, and social engineering, and it helps them apply this knowledge effectively on a day-to-day basis. One of its features is an integrated “**Phish Alert**” button that gives users a safe way to forward suspicious emails to our security team for further analysis and response.



In addition to Security and Awareness Training, we have added KnowBe4’s **PhishER** to our security workstream. PhishER serves as a phishing emergency room that identifies and responds to messages reported through **Phish Alert**. It prioritizes and analyzes reported messages, and allows our security team to respond to threats quickly and effectively.

With the help of KnowBe4, HF Group will continue to combat cyber threats and maintain security throughout our IT environment. <https://www.knowbe4.com/>

People

Meet Tim Baumgardner!

Tim Baumgardner is the sales manager for HF Group’s Government Records Preservation Services.

Tim has worked in both direct and indirect sales to county and municipal offices for almost fifty years. In addition to working previously for HF Group, Tim’s experience includes forty years with Tenacity Manufacturing Company and Louisiana Binding Company in the business of producing county record binders and metals for the trade, and with Kofile, selling preservation and scanning services.

Tim was born in Findlay, Ohio, and is a long-time resident of the Cincinnati, Ohio, area. He and his wife have two sons and one daughter, and sixteen beautiful grandchildren.

In his spare time, Tim enjoys refereeing football and basketball at various levels, which he has done for 33 and 30 years respectively. He also has two classic corvettes that he enjoys driving on sunny days. Most of all he enjoys being with his family, spoiling grandchildren, and appreciating life every day he is able to do so.

The HF Group management team and Tim are very pleased to be working together again, and are excited about the opportunities that lie ahead.

