ONE OF THE LARGEST PROVIDERS OF TRANSPORT FUELS INPLEMENTS END TAB COLOR CODING IN THEIR LIBRARY

Integrated Solution

♦ Records Management Consulting
♦ Space planning and high-density mobile system
♦ Records relocation
♦ File conversion
♦ Color-coded labeling system

"We are excited about the layout of the new filing system. It is so much quicker and easier to retrieve a file"

SOUTHWEST SOLUTIONS GROUP

www.southwestsolutions.com/ims
Toll Free 1-800-803-1083

CHALLENGE

One of the World's leading oil, natural gas, and gasoline producers headquartered in the United States, moved their Administrative Library to a new facility. The move caused them to review their current Records Management System and explore the benefits and necessities of any improvements. Their files were inefficiently stored in legal size lateral filing cabinets, which housed letter-sized documents; some of which were not in order due to space constraints of the old file room. Another issue of their system was the lack of a consistent method of indexing the files.

SOLUTION

Southwest Solutions Group was brought in to evaluate their current Records Management System, and what improvements could be realized in light of the impending transition. The Records Specialist from Southwest Solutions Group suggested implementing an automated color-coded labeling system with letter size end tab folders. By implementing an end tab color-coded filing system, it would cut down on or eliminate misfiles and with the automated label printing system, a consistent, complete, and uniform label assured that the indexing would always now be the same. SSG also provided turnkey services to relocate, convert, and audit the file system.

After all the records were converted, they were uploaded to their new Spacesaver high-density mobile filing system in a way that allowed for growth on each shelf. The new databases that were created during the conversion process provided the first electronic format recording of all of their records. This will serve them well as they contemplate their move into Records Tracking.

The result of this endeavor is a well organized, cost efficient, space efficient filing system that follows Best Practices.