PRESTIGIOUS UNIVERSITY IMPLEMENTS A BEST PRACTICES RECORDS MANAGEMENT SYSTEM

Integrated Solution
- ♦ Records Management Consulting
- ♦ Space planning and high-density mobile system
- ♦ File Conversion
- ♦ Color-coded labeling system

"Thank you for doing this, trying to find a file in the boxes was a nightmare. We are excited to start using the new system."

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Toll Free 1-800-803-1083

CHALLENGE
The Maintenance Department at the second oldest public institution of higher education in Texas moved their offices on campus and was forced to evaluate their current records management system and processes. Prior to the move they were using lateral filing cabinets to house their records and after, the records stayed in boxes, in no particular order due to space constraints. Needless to say trying to file or retrieve a record was extremely labor intensive and inefficient.

SOLUTION
The solution to the department's file storage and accessibility challenge was to create a consistent, automated, color-coded, end tab system. Southwest Solutions Group provided the turnkey services to unpack, convert, and audit the file system with no interruption to the department's daily work.

Their new records management system is now housed on a Spacesaver High Density Mobile Filing System while incorporating Best Practices. The benefits of the new records system are two-fold – cost effectiveness and consistency. It now takes less time to file and retrieve a record and with the color-coding misfiles are virtually eliminated, cutting down on recreation of any missing records. There is also now a consistent way of naming all files, which was an issue in the past; everyone would name files differently, which made finding a file almost impossible.

During the file conversion process a database was created of all their records and all labels were printed with a barcode on them; all that is needed to implement a barcode tracking system in the future is the software and barcode reader.

The end result is a cost-effective, safe, space-efficient, easy to use, Records Management System that utilizes Best Practices.