

Regional Law Firm Benefits From Space Saving Services



Executive Summary

Regional Law Firm

- Legal Industry
- Louisville, Kentucky
- Accounting Department

Business Challenges

- Merger between two separate practices led to large amount of redundant records
- Insufficient office space for on-site information storage
- Organizational needs required a broad range of services

Records Management Solution

- Combined transportation service for magnetic tape and box storage
- Utilization of off-site facility space for auditing of stored records
- Flexible service solutions allow for information scanning or shredding

Business Results

- Significant cost savings
- Increased staff efficiency
- Consistent service levels
- Simplified vendor billing

Louisville area attorney's office sees improvements through utilizing multiple services to optimize records management practices.

Challenge

The complete overhaul of an information retention program can be a daunting mission for any organization, regardless of how long the system has been in place. When dealing with archives that reflect decades and include legally sensitive documentation, special attention is critical when considering change.

Faced with an unsympathetic landlord, several years ago our client was tasked with the challenge of transferring their records from an on-site space to an off-site storage facility with acceptable security standards. As the product of a merger between two practices, the combined firm possessed large amounts of legacy paperwork and magnetic tape drives that required regular rotation as well as consistent shredding service. During some recent reorganizational changes, the need to audit these stored records with an eye towards reducing the amount in storage (and costs associated with them) was expressed by the management team.

With no standardized system present throughout their offices, it was up to the staff members to find a solution that met their needs without experiencing adverse issues seen with prior vendors. For such a long term project, it was especially important to have a space where information examinations could be conducted without disrupting the regular workplace environment. After a thorough evaluation of the logistics involved, our team recommended a solution that would satisfy their unique requirements while providing cost savings in the form of combined transportation and off-site auditing capabilities.



Solution

Considering the unique circumstances surrounding this task, it was crucial to take the larger goals of the program into consideration when devising a plan of action. Starting with their magnetic tape rotation, The Data Vault was able to propose a more efficient way to bundle pre-existing services together for combined transportation savings. By combining the pickups for tape media and paper records, lower costs and enhanced security was achieved through fewer courier requirements.

The second part of the solution entailed the auditing of the stored documents as part of their retention schedule. This task was compounded by the presence of several unique inventory systems from previous vendors, requiring hands on verification. With space limitations at their home office, the accounting department decided to take advantage of the facilities available at our location.

This strategy held numerous advantages, including a streamlined process when preparing the boxes for examination. Before the auditing team arrived at our facility, a list of desired boxes and files needed was transmitted electronically to The Data Vault; giving our employees time to prepare the materials in advance. Since the files were already in storage on-site, it was as simple as pulling the necessary information off the shelves and placing it in the reference room prior to arrival. When finished with the examination, the information could be simply transferred back into storage on the shelf, scanned into a digital format, or collected for destruction; all without the hassle or extra costs of transportation. In addition to these benefits, simplified vendor billing lead to less confusion as all service offerings were combined within one invoice.

Business Results

After implementation, the client immediately started to see positive changes and was extremely pleased with progress on the project. Being able to remove themselves from the hectic workplace environment and review their information at The Data Vault allowed the staff members to move faster than anticipated, completing the project ahead of schedule. Over time, the streamlined billing and service request infrastructure continues to provide benefits beyond the immediate needs.



As you can see, the law firm's partnership with The Data Vault for records management services provided solutions in several key areas related to the archives of their practice. Through a combination of flexible scheduling, off-site facility use, and physical storage, they were able to reduce the number of work hours devoted to managing their legacy paperwork and concentrate on what the organization's true objectives are: helping people in need of legal assistance.

For More Information

For more details on The Data Vault's records management services or our secure facility, please check out the links below:

- www.thedatavault.com/data-protection/
- www.thedatavault.com/document-storage/
- www.thedatavault.com/records-facility/
- www.thedatavault.com/media-security/
- www.thedatavault.com/file-indexing/

The Data Vault is a service-driven information management provider that has been partnering with clients in the Louisville community to offer secure, accessible, and reliable solutions since 1984. Membership in NRC (National Records Centers) and PRISM (Professional Records & Information Services Management) presents our customers with the best of both worlds; the quality of comprehensive local service combined with national coverage and resources.