



Case Studies

CHARITY SECTOR

CASE STUDY 1

Client	CANCER RESEARCH UK
Location	London
Affected Staff Numbers	1200
Statistics	Consolidation of the London property portfolio, 6 buildings into a new corporate HQ
Project Details	<p>Filing <i>Plus</i> have recently completed a Filing Consultancy report completed and written a new corporate Records Management policy for Cancer Research UK.</p> <p>This involved undertaking workshops with directorates to aid in the education of all personnel regarding Records Management.</p> <p>Major cost savings identified in current processes such as archiving.</p>

CASE STUDY 2

Client	MACMILLAN CANCER SUPPORT
Location	London SW1
Affected Staff Numbers	200
Statistics	Records Retention Consultancy resulting in compliance
Project Details	<p>Filing <i>Plus</i> were asked to review the archiving and records management policies of the charity with a view to implementing procedures that would clarify document retention and decrease archive expenditure.</p> <p>An investigation into the current archive costs revealed that major savings were achievable through a renegotiation of the contract and that 30% of the archive could immediately be destroyed as it was no longer required for legal compliance or business purposes.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE