



Case Studies

ENERGY SECTOR

CASE STUDY 1

Client	EDF ENERGY
Location	London
Affected Staff Numbers	250
Statistics	55% Reduction in filing achieved in 4 weeks
Project Details	<p>EDF Energy were relocating personnel to new premises and storage was identified as a major obstacle to the successful redeployment.</p> <p>In a 4 week period Filing <i>Plus</i> Project Managers liaised with all department representatives and introduced a reduction programme. Managed teams of Filing <i>Plus</i> Filing Clerks systematically archived or destroyed all superseded or redundant media.</p>

CASE STUDY 2

Client	CONOCOPHILLIPS
Location	Humberside, Hull
Affected Staff Numbers	400
Statistics	50% saving in number of filing cabinets required to be procured
Project Details	<p>Filing <i>Plus</i> undertook a full consultancy process to understand how much storage was required in the new administration block.</p> <p>All aspects of current processes and procedures relating to Records Management were investigated and a report produced with recommendations.</p> <p>Following this report ConocoPhillips were able to undertake detailed space planning and could order correct quantities of free-standing filing cabinets.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE