



# Case Studies

## HOUSING ASSOCIATION

### CASE STUDY 1

<b>Client</b>	<b>STONEBRIDGE HOUSING</b>
<b>Location</b>	London NW10
<b>Affected Staff Numbers</b>	100
<b>Statistics</b>	Archiving system set up, removal of over 600 linear metres of documentation off-site
<b>Project Details</b>	<p>As part of an ongoing refurbishment at their head office, Filing <i>Plus</i> were asked to set up an archive system to remove redundant information off-site. This in turn created much needed floor space within the company to enable expansion to take place.</p> <p>Filing <i>Plus</i> catalogued and removed over 600 linear metres of documentation from the premises. All boxes and files were assigned a review date to ensure that documents were not stored for longer than necessary.</p>

### CASE STUDY 2

<b>Client</b>	<b>SHAFTESBURY HOUSING</b>
<b>Location</b>	Epsom, Surrey
<b>Affected Staff Numbers</b>	85
<b>Statistics</b>	Relocation from self-store to contract archiving
<b>Project Details</b>	<p>Shaftesbury Housing requested a contracted archive service as opposed to their self store set up that required personnel to undertake a 10 mile round trip to retrieve archives.</p> <p>Filing <i>Plus</i> assessed what was in store, destroyed 50%, with authority for the Housing Association, and then established an on-line system for the remainder.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE