



Case Studies

PUBLIC SECTOR

CASE STUDY 1

Client	LONDON FIRE BRIGADE
Location	London SE1
Affected Staff Numbers	800
Statistics	40% reduction in hard copy, standardisation of all filing
Project Details	<p>As a result of the relocation to brand new Headquarters in Union Street, Filing Plus were contracted to oversee and implement the reduction of hard copy whilst introducing standardised filing practices.</p> <p>The project offered some unique challenges, with particular relevance to dealing with the accumulation of historic and sensitive information.</p> <p>Filing Plus worked alongside the move contractor over a 4 week period to relocate the remaining active documentation.</p>

CASE STUDY 2

Client	METROPOLITAN POLICE AUTHORITY
Location	SW1H
Affected Staff Numbers	100
Statistics	60% saving in filing footprint within classified offices
Project Details	<p>The highly-sensitive information within the MPA's Forensic Department was exceeding existing storage capacity.</p> <p>Due to the confidential nature of the documentation the department were not able to expand from their current offices; prompting the MPA to commission Filing Plus to assess and solve this continuing problem.</p> <p>Filing Plus supplied and implemented a new filing system; combining colour-coded filing with high density storage solutions to solve the problem long-term.</p>

CASE STUDY 3

Client	LONDON BOROUGH OF HACKNEY
Location	Hackney
Affected Staff Numbers	250
Statistics	On-going
Project Details	<p>Cataloguing all London Borough of Hackney's archive records in conjunction with TNT archive services.</p> <p>We continue to work with London Borough of Hackney in regards to making recommendations on their retention policies and archive practices.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE