# corodata
*Off-site information at your fingertips*



## Case Study for Corodata

Managing file storage can be a complicated undertaking for any business. For this particular client, who had been storing files in a number of different locations with no inventory oversight and limited security, the difficulties were intensified and they wanted to remedy the situation. By our estimates, client personnel were spending as much as 20% of their time just looking for files. In our case study, we'll show how through our expert process of file organization and inventory management, our client was able to save time, cut costs, free up space, increase security, and conduct business more efficiently.

### The Customer:

**As one of the largest school districts in California, this client had been storing around 6000 boxes of files at individual schools, at the district office, and in a warehouse.** Unneeded files were not being destroyed due to a lack of inventory management. Boxes of files were doing nothing more than taking up space. As a forward-thinking leader in their field, the school district had tried other options, like switching to digital records, but these approaches had proved unattainable.

### The Challenge:

**Current files were mixed in with those that needed to be destroyed; boxes were stored in a warehouse, or in individual schools, with little organizational taxonomy.** Finding an individual file was a time consuming, frustrating process, and without a records management system in place, the problem was getting worse. Since files were stored in different locations, with varying levels of protection, security was a serious concern that the district wanted to address immediately. The district also wanted to create a system to securely destroy confidential files after they reached their retention.

### The Method:

**Corodata approached the school district with a cost-effective proposal, which highlighted steps to achieve the district's goals while saving countless hours and money spent managing their files in house.** Corodata's file organization experts documented the contents of each box and, with Corodata's secure online portal, the district was able to track, monitor, and manage their file inventory with ease. The district entrusted their files to our off-site secure storage facility, consolidating boxes and protecting their confidential information. Finally, to prevent old files from clogging up the system, Corodata's expert partners worked with the district to create a file retention schedule, so that unneeded files could be shredded securely.

### The Results

By partnering with Corodata for their records management, the school district was able to consolidate their files into one central location at a secure Corodata warehouse, freeing up storage space at their main office, at each individual school, and at their own warehouse. With their files securely stored and properly organized, a particular file can now be retrieved much more quickly and reliably than in the past, saving hours of frustrating labor. In accordance with the file retention schedule that had been devised, Corodata provided tools to help the district stay on top of their retention policy to securely and confidentially destroy documents.

By implementing these changes and working with Corodata, the client saves numerous personnel hours each week, freed up tens of thousands of cubic feet of space, increased security, and significantly improved their overall efficiency.

At Corodata, we take pride in success stories like these. Helping businesses like yours to thrive is what we do best.