

GOVERNMENT OFFICES
RELOCATE AND ACQUIRE
SPACE-SAVING, COST-
EFFICIENT STORAGE
SOLUTION.



LEGAL

Integrated Solutions

- ◆ Records management consulting and guidelines
- ◆ Staffing and management for relocation
- ◆ Space-saving rotary files
- ◆ Powered high-density mobile system
- ◆ Web-based print system for custom labels

More Satisfied Customers

- ◆ New York City Police Department
- ◆ Environmental Protection Agency
- ◆ FBI
- ◆ State of Indiana
- ◆ Port Authority of New York and New Jersey

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— Gregory G. Lockhart, United States Attorney
Southern District of Ohio

CHALLENGE ◆ When the U.S. Attorney's Office in Columbus, Ohio planned to relocate, creating a centralized, efficient storage system that followed Department of Justice guidelines was an important priority. Although various departments had distinct and varied filing systems reflecting these guidelines, a consistent methodology for labeling, retrieving and storing records was needed. Efficient use of space and capacity for growth were also critical considerations for determining a complete records management plan. SYSTEC's recommendation along with the relocation itself had to be accomplished quickly and with minimal disruption.

SOLUTION ◆ SYSTEC representatives managed the records management and relocation project from the onset. Evaluating the existing storage equipment as well as future records management needs, they recommended various possibilities to provide the most logical placement for existing storage equipment, additional rotary files and powered, high-density mobile files. Records management guidelines were established and files were transferred to customized, pre-labeled folders and sequenced for easy identification and access. To meet future storage needs, a web-based labeling system was installed as an advantageous, cost effective way to produce on-demand labels. SYSTEC representatives also handled the records relocation using an inventory process that enabled the U.S. Attorney's Office to access documents as needed throughout the transition. Achieved in only three weeks, the result was an efficient records management system with the capacity to accommodate future growth. U.S. Attorney Gregory Lockhart appreciated SYSTEC's ability to meet the U.S. Justice Department's stringent requirements while keeping the relocation process on schedule. "We are extremely grateful for SYSTEC's expertise in meeting our diverse filing needs as a federal government agency," says Mr. Lockhart. "Our support staff has commented on their satisfaction with our expanded filing systems... This could not have been achieved without the efforts of SYSTEC on our behalf."

SYSTEC is a national organization expert in the design and delivery of fully integrated or individualized information and materials management solutions, offering our customers decades of experience in professional business solutions and product expertise - all from a single source. From storage and space-saving products to a full range of document management solutions, SYSTEC professionals provide total-systems solutions and top-notch service and support all on a local level.



SOUTHWEST SOLUTIONS GROUP
business organization systems

TOTAL SOLUTIONS

Professional Services

- consulting
- conversions
- relocations
- audits
- interfiling
- database development
- purges

Filing Systems/Technology

- filing supplies
- labeling
- tracking
- imaging
- document management

Storage Solutions

- mobile
- rotary
- linear/lateral
- cabinets
- multi-media
- shelving
- heavy-duty

Furniture Systems and Museum Storage

- mailroom
- library
- computer
- museum

