



# Case Studies

SCOTLAND

## CASE STUDY 1

<b>Client</b>	<b>NATIONAL AUSTRALIA GROUP</b>
<b>Location</b>	Glasgow
<b>Affected Staff Numbers</b>	2500
<b>Sector</b>	Banking/Financial
<b>Project Details</b>	<p>Due to a major refurbishment of their headquarters and on-going upgrades in their other main properties, Filing Plus were contracted to reorganise, rationalise and relocate all documentation throughout the different areas and consolidate the different teams needs.</p> <p>The moves took place over many phases in conjunction with NAG's construction process with no disruption to staff or clients.</p> <p>Our remit resulted in a significant reduction across the board in hard copy documentation and this was achieved through destruction, archiving and amendment of filing practices.</p> <p>Filing Plus were contracted to this project through EC Harris.</p>

## CASE STUDY 2

<b>Client</b>	<b>DTZ</b>
<b>Location</b>	Edinburgh
<b>Affected Staff Numbers</b>	100
<b>Sector</b>	Property
<b>Project Details</b>	<p>Filing Plus have been working with DTZ for in excess of 10 years at various UK locations.</p> <p>Filing Plus were contracted to undertake an audit of all structured and un-structured filing on site to make recommendations and implement new filing practices. This was in advance of relocating all documentation to their new office location.</p> <p>This process involved assessment of current storage, identification of redundant information, conversion of existing files into new format and the planning and implementation of the entire filing move.</p>

## CASE STUDY 3

<b>Client</b>	<b>DTZ - DONALDSONS TAKE OVER</b>
<b>Location</b>	Edinburgh and Glasgow
<b>Affected Staff Numbers</b>	250
<b>Sector</b>	Property
<b>Project Details</b>	<p>DTZ took over Donaldsons and amalgamated their offices in both cities. Filing Plus undertook a file audit review of both companies, to ascertain their current filing, destruction and archiving systems. This identified necessary alternations to enable Donaldsons files to be easily incorporated into DTZ's existing filing system. Filing Plus planned and implemented this area of the move.</p>

## CASE STUDY 4

<b>Client</b>	<b>3i</b>
<b>Location</b>	Aberdeen
<b>Affected Staff Numbers</b>	30
<b>Sector</b>	Financial Investment
<b>Project Details</b>	<p>3i were relocating to a new premises and Filing Plus were contracted to undertake a review of existing filing practices and implement new ones where necessary. This involved the planning and co-ordinating of a new racking system to cope with 3i's needs in their new location.</p>