

SHRINK STORAGE

STREAMLINE YOUR HARD COPY STORAGE



Shrink Storage provides you with a range of options and recommendations to help plan the medium and long-term storage of your hard copy documents and records.

DO YOU NEED SHRINK STORAGE?

1. Are you running out of physical space in your office?
2. Is space that should be used for people being taken up with boxes, papers and files?
3. Do you need to reduce the amount of money you are spending on offsite storage?
4. Do you have compliance (e.g. State Records) requirements that you are not currently meeting?
5. Do you have material stored at a number of different offsite locations?
6. Does your organisation need a more structured (rather than ad-hoc) approach to storing hard copy materials?
7. Do you need to be confident that your materials held offsite are secure and not at risk of damage and destruction?
8. Do you need to reliably access and retrieve your materials held offsite?
9. Do you need to bring one or more of the above issues to the attention of decision-makers?

An answer of YES to one or more questions indicates that a Shrink Storage project would make excellent business sense for your organisation.

CLIENTS

Experience Matters has successfully delivered Shrink projects for State and Local Government and private sector organisations. Clients include ABN Amro, Babcock & Brown Power (SA), Environmental Protection Authority, Macquarie Bank (SA Branch), PTTEP (Thailand), Santos Ltd and the South Australian Tourism Commission.



OVERVIEW

The purpose of each Shrink Storage project is to provide a range of options with attendant benefits, risks and costs, so that your organisation can decide and plan medium and long-term storage of its active, semi-active and inactive hardcopy records.

The risks of doing nothing are significant:

- Problems will only grow and be harder to deal with down the track
- You may miss the opportunity to be proactive and instead have changes imposed upon you
- You may run out of space
- OH&S hazards
- Degradation of quality, protection and longevity of records pose a risk of the loss of corporate memory, evidence, knowledge and intellectual property
- Disaster – possible damage from fire, flood and vermin
- Repercussions of non-compliance

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DELIVERABLES

Experience Matters will provide you with a Storage Options and Strategy Report that recommends the best long-term onsite/offsite solution for archival storage of your active, semi-active and inactive records.

You are then well placed to make decisions about the medium and long-term storage of your hard copy documents and records.

BENEFITS

Shrink Storage enables your organisation to make informed, business-based decisions about the location, costs, and facilities used to store hard copy documents and records.

It allows you to examine all options before deciding an appropriate strategy.

Specific benefits include:

- A reduction in the amount of hard copy information stored on and offsite
- Significant cost savings and/or the ability to better utilise office space
- Protection against future costs
- Improved compliance
- Risk reduction

WHAT CLIENTS SAY

“The space saving achieved is considerable. Experience Matters have done this many times before, but it was new to us. They made the connection between the management of records and documents, contributed to sound information management and the business benefits for our organisation.”

Alasdair Burns
*Investment Adviser & Associate Director
Macquarie Bank*

“By reducing hard copy material by approx. 40%, the EPA can easily fit in to the reduced space at the new location, so our key objective was certainly achieved. I am extremely happy with how the project was run and of course with the results. Experience Matters were extremely helpful and professional, and they definitely made my job much easier in getting the results we needed in such a short time frame.”

Simone Bekker
*Records Management Consultant
Environment Protection Authority*

