



CASE STUDY

Shook, Hardy & Bacon LLP Washington D.C.

THE CHALLENGE

Our problem was two-fold. We had 2,520 square feet of real estate dedicated to document storage on-site in our downtown DC office, and another 1,500 square feet of storage in an off-site facility. Our goal was to eliminate the off-site storage completely and reduce our on-site storage to less than 50 square feet.

FINDING THE RIGHT PARTNER & SOLUTION

We had experience working with TDS while at a previous firm and were very familiar with the TDS Team, and their commitment to quality as well as client satisfaction. In addition, we were familiar with the operations team who would be assigned to this project. TDS specializes in document management in the law firm environment. No other outsourcing company can say that.

USING THE SOLUTION TO SOLVE THE PROBLEM

TDS provided on-site personnel to expertly scan the documents to the Firm's records repository for future access and retrieval. Those that met the Firm's criteria for destruction were destroyed. TDS took special care and extreme caution in protecting our clients' and firm's confidentiality.

SERVICES EMPLOYED

TDS experienced on-site personnel helped identify what documents could be destroyed based on the Firm's Records Retention Policy. They scanned documents for future access and retrieval utilizing the Firm's document repository. Additionally, TDS did the same for all of the off-site documents.

BUSINESS VALUE & BENEFITS

The annual cost for having documents sitting in a room on a shelf was \$226,800/year. Additionally, we were paying \$16,000/year to store less-frequently accessed documents off-site. By shrinking our document footprint, the DC office is saving approximately \$240,000 in real estate costs.

CLIENT QUOTES

"When you have 100% confidence in a company's ownership and project team, you know it will be a job well done."

"TDS is the best when it comes to document management. Nobody else even comes close."

Ken Beaver – Firm Administrator

