

# How a scanning solution helped one of the North East's leading Colleges free up space and improve access to records.

## The Problem

"We had boxes and boxes of student records and associated work that by law we were required to keep, but were becoming a real issue because we neither had the space or the time to manage them. Not only that, but they were becoming a health and safety issue for us. We needed an alternative.

## The Solution

"FileBase came in, gave us a really sensible recommendation, a project plan and a detailed estimate for scanning the relevant documents, extracting certificates that we needed to retain and then for destroying and recycling the records after they had been scanned."

## The Result

"They came in one day, extracted the records quickly and professionally and before we knew it, they were available online to search through and download. They used technology that enabled us to search using various criteria which made looking for records so easy. We were given certificates for the destruction and knew that the paperwork had all been recycled. It was such a pleasure handing this over and letting someone else take care of it! We now have additional space which I think we will be using for a much needed training room."

