

Substantial Reduction in Paper Footprint for Full-Service Law Firm

THE CHALLENGE

A premier, full-service law firm was committed to reducing their paper footprint and repurposing high-cost real estate for revenue generating activities. As a result of the COVID-19 pandemic, these initiatives were accelerated and further highlighted the need to digitize active content to support remote access by knowledge workers. The Firm transformed their working environment to be less dependent on paper.

THE SOLUTION

In the design and implementation of the “paper-lite” initiative, the Firm explored their less active physical content to ascertain the best path forward.

- **Relocation of 5,000 + boxes of less active physical content** - The economics of storing this content on-site in downtown real estate was significant. The Firm discovered it was more cost-effective to house the collection elsewhere.
- **Conversion of Less Active Content** - Over time, the less-active collection will be converted to digital format, further reducing costs of physical storage.
- **Scan-On-Demand** – Should a client matter reactivate that has not yet been scanned, the content is made readily available as a “Scan-On-Demand” request.

THE RESULTS

- **Substantial Reduction of Physical File Footprint** – saving thousands in real estate costs annually.
- **Quicker Access to Information** - the moment it is needed, which helps the Firm’s attorneys focus on revenue-generating activities – not waiting for files.
- **Information is easily accessible from any location** – supporting the firm’s current “Work From Home” (WFH) policy.

This article was submitted Total Document Solutions (“TDS”), a proud and active Business Partner of ALACC. Please contact Jennifer Graham for additional information. Please contact her at (703) 771-6307 x302 or grahamj@totaldocuments.com.