



Case Study: Repeatable Project focused on Obsolete Records Yields Significant Cost Savings and Risk Reduction

Industry: Energy

Company: Power and Automation Design and Manufacturing

Services Provided: Project Management, Mentoring / Coaching

Challenge: The business's Legal team recognized that it had obsolete records in its paper records storage facilities, posing a business legal risk with records that should have been disposed of according to company policy.

Solution: Since no process existed, Bluestone worked with legal counsel and business liaisons to create a new process to review tens of thousands of boxes and dispose of records that were eligible for destruction, based on the company's policy. For the Client's employees, the new process had to be simple and efficient for it to be followed.

Bluestone developed and executed a project plan, as well as analyzed available data regarding the records in each of the storage locations.

Result: The new review process has been piloted with three record storage accounts with a five year cost benefit analysis showing a savings in storage fees of over \$500,000. The Client has a repeatable process and is interested in replicating the project for all of its records in third party storage facilities.

Value Delivered: Besides the significant savings associated with third party storage, business risk is greatly reduced without notable effort required by the Client.

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