

Case Study

Number 59 - Administrative Files

59

The Customer

Bryan Steam Corporation
Peru, IN

What Was Found...

Bryan Steam Corporation manufactures steam engines. Their administration department maintains the company's administrative records, dealer files and correspondence files. This information is used to help the company make decisions which will improve profitability and productivity, and enhance their manufacturing efficiencies.

Their thirty square foot file room was filled with four-drawer filing cabinets with a capacity of 800 linear filing inches of material. They were running out of space and suffered from "inefficient and non-distinguishable indexing." They really wanted to "modernize" their system while eliminating space and retrieval problems.

Converting to end-tab color-coded folders was considered initially but was not chosen due to the high "conversion cost, record accessibility down time, labor required and inconvenience" involved with the process. They needed a simpler solution!



What was done...

Ray Streight of Hoosier Filing and Storage systems suggested a system incorporating Oblique compartments on a Spacesaver S/1™ manual mobile system. This would solve their filing problems without an expensive, time-consuming conversion. The system was installed with over 500 F4 mixed v-base and two and three inch box-base Oblique compartments. Oblique's Color-Keyed Indexing™ was used with colored indexes representing various records series/classifications.

The customer took advantage of Oblique's turnkey services. Index labels were laser printed at Oblique and pre-inserted into compartments. This cut down the amount of time of needed for the physical moving of files into the new system. The staff simply transferred the top-tab folders from the file cabinets into pre-indexed Oblique compartments. Involving the staff in this process increased understanding and comfort with the Oblique system, reducing the training required.

The Result...

The use of the Spacesaver mobile system increased the filing room's capacity by 72%, from 800 filing inches to 1372 in the same area.

Oblique Color-Keyed Indexing's ability to represent various records series "greatly enhanced the system efficiencies, while reducing the likelihood of filing errors." By placing each file in its own Oblique compartment, access to files is simplified and misfiles are virtually eliminated as each file has its own specific "home" in the system.

The Oblique/Spacesaver system was the answer to the filing problems at Bryan Steam Corporation. Filing efficiencies and space utilization have been greatly improved. The system has also eliminated slumping of records and provided for easy expansion. Because they are so happy with the durability and flexibility of Oblique, all sales and administrative staff now have Oblique Executive compartments in their desk drawers!

