

# Records Management

Services  
FOR Libraries

## COMMUNITY COLLEGE TRANSFORMS CAMPUS AND STUDENT EXPERIENCE WITH MOVE INTO NEW LEARNING RESOURCE CENTER.

### CHALLENGE◆

One of the largest single-campus community colleges in the United States was planning the construction of a new Learning Resource Center to anchor the gateway to their ever-expanding campus. As the educational core of the surrounding area, they also attracted the local public library network to establish a satellite branch within the building. Here are the challenges they faced:

- Plan the new space to accommodate growth of the current collection of over 150,000 titles and 5,000 rolls of microfilm
- Integrate the public library's resources with the college's
- Impress community members and potential donors by showcasing the architectural aesthetics and environmentally-friendly design of the new facility
- Limit the disruption to patrons and students by operating under a tight timeframe

### SOLUTION◆

A Central Business Group representative worked with the architect, general contractor, and the college's facilities department to provide the most energy efficient, attractive, and user-friendly configuration of high-density mobile storage and display shelving possible- a layout which more than doubled the capacity of the old library. The college then entrusted CBG's Records Management Services (RMS) division to plan, coordinate, and carry out the relocation.

During the construction of the shelving, the RMS team mapped the contents of the entire Learning Resource Center. Before a single volume left the old library, its location in the new building was determined. Each volume was scanned into inventory, placed on record carts, and secured for transport. The delivery and processing of public library materials was also scheduled to seamlessly merge with the Learning Resource Center's development.

RMS Project Managers oversaw two shifts of relocation specialists, and adapted to changing project conditions, such as the lack of a functional elevator. The RMS team used a lift to maintain project progress and complete the transformation of the space prior to the grand opening.



*"We were extremely impressed with the way CBG was able to take care of every detail of this project."*

—Dean of Library/Learning Resources,  
Community College



### Records/Data Conversions

CBG can oversee your records conversion project while minimizing interruption to your current operation. Services include barcode, RFID, and color-coded labeling conversions, top-tab to side-tab folder conversions, database development, and consolidation/merging of multiple records into one centralized storage system. Also, electronic data can be manipulated to match the preferred format of your current systems. The newly generated or converted data then becomes even more accessible and valuable when combined with other conversion services.

### Professionally Managed Relocations

CBG understands that the timely relocation/consolidation of files, with minimal operational interruption, is critical during a time of transition. We'll help you to maintain productivity by professionally handling your file relocations, including mapping record locations, sequencing and labeling each series, unloading, transporting and reloading storage components, and conducting ongoing audits to ensure an accurate transfer.

### Records Retention Planning/Disposition

Records retention consulting programs from CBG are designed to reduce the number of non-critical records in your active inventory, comply with regulatory and legal obligations, and increase the overall efficiency of your records system. We can provide records retention expertise and technology solutions that enable archiving, schedule planning, and data disposal. By implementing a records retention schedule and management system, overhead costs and liability can be reduced and efficiency increased. Additionally, if you need assistance implementing an existing records reduction or data destruction program, our Records Management Services Specialists will help you identify and purge excess materials or recommend files for inactive storage, thereby lowering the cost of future conversion, storage, and document imaging initiatives.

### Document Imaging

From document preparation through scanning and document storage, we can transform page quantities ranging from hundreds to millions into digital images on-site or off-site. Our integrated document imaging solutions increase efficiency, reduce storage and transportation costs, enhance customer service, and create critical backups for disaster recovery.

### Records Management Consulting

When a client is looking for expertise in developing a plan for their records management program, we can provide a needs assessment by identifying business processes and document lifecycles, research and recommend a retention schedule, identify and analyze future technology needs, and detail an implementation process that will ensure the program is fully and efficiently utilized by all.

### File Room Management

Some of our clients have the need to outsource their electronic or paper records management functions, either on a full-time or part-time basis. We can provide regular on-site support for ongoing re-filing, purging, labeling, data verification, or any other daily system management needs.

# Total Integrated Solutions

## Professional Services

- Records/Data Conversions
- Database Development
- Professionally Managed Relocations
- Records Retention Planning/Disposition
- Records Management Consulting
- File Room Management

## Filing Systems/ Technology

- File/Asset Tracking
- On-Demand Printing & Labeling
- Barcode and/or RFID
- Document Preparation
- Document & Process Workflow
- Document Imaging
- Filing Supplies

## Storage Solutions

- Mobile
- Rotary
- Static Shelving
- Linear/Lateral Cabinets
- Multi-Media Shelving
- Modular Casework
- Modular Rail & Bin Storage
- Personal Storage/Evidence Lockers

# PLAN. ORGANIZE. PERFORM.

Improving your organization's productivity.