

“Accutrac has really improved our ability to keep track of all our files”

- Land Records Manager

Business Issue:

The Land Records file room for a leading energy company wanted a more efficient way to incorporate the high volume of new files generated from their constant acquisition of assets.

For “A Leading Energy Company” constantly acquiring new properties, the Land Records file room was always a very busy place, but as their business began an unprecedented growth phase, they really had their hands full. With up to 100 acquisitions made in a year, the task of incorporating thousands of new files from different companies was enormous, and their system for well and lease files was being pushed to its limits. The Land Records Manager wanted a more efficient way to incorporate new files and track existing files. As they began the search for a partner to help them do this, TAB was contacted and asked to present.

Consistency is Key

TAB consultant Russ Hollingsworth met with the Land Records Manager and file room staff, analyzing the current state of the file room, their immediate needs and plans for future growth. Hollingsworth then took them through TAB’s records management process from beginning to end. In talking together they realized that both the intake and tracking problems would be solved by implementing a consistent Records Management methodology across the enterprise. Hollingsworth recommended that the best way to achieve consistency would be to start by converting all existing files, standardizing on a color coded system with custom labels, and using Accutrac™ file tracking

software as the lynchpin to guarantee accuracy and consistency. Then, as new files came in, they would easily be incorporated using this new system. The Land Records team agreed and TAB won the business.

Accutrac Benefits

- *Quickly track every file at all times*
- *Speed retrieval times*
- *Improve overall access to information*
- *Maximize efficiency of RM resources*

What’s on the Label?

Getting the label design right is a critical step in creating an efficient Records Management process. It has to match your business process and include all relevant information. Hollingsworth went back to the TAB’s Professional Services Division with the information from the file room analysis and they designed a label template that matched the company’s dynamics, using the well number, well name, legal, county and state to clearly identify the file. When the template was approved, TAB Professional Services Division personnel deployed and the conversion began.

Making the Conversion

The TAB team used a series of audits designed to ensure that the file conversion was accurate. They began with a data test, using printouts of the existing electronic data base, and physically matching it to every file on the shelves. Then as protection

against error in the data test, all the information was pulled from every label in the room. This information was then compiled and cross referenced. With this completed, the Professional Services Division began producing labels and converting files, uploading each one into Accutrac as it was created. All of this was done on site, eliminating downtime and ensuring that every file remained accessible without losing a single one.

Accutrac: Training on the Right Tool

With the conversion complete, the TAB Professional Service team trained the Land Records staff at their facility on how to manage Accutrac, including checking files in and out with the program, installation, and training their own staff later, so that everyone in the file room could access Accutrac. During this process, the TAB team installed a day forward process for integrating incoming acquisition files and incorporating them into their new Records Management program. When inputting a new file, a bar code and color label would be generated immediately, ensuring consistency across the board.

Accutrac Functions

- *Create database of all files*
- *Bar code labels*
- *Document indexing*
- *Multi-level tracking*
- *Pop-up Notes Field*
- *Flexible reporting*
- *On-screen file requests*
- *Records Retention*
- *Entry Validation*

Success

The conversion project was completed within the prescribed time frame and with a minimum of disruption. The energy company now had one consistent method for managing their records throughout the entire cycle, and a robust tool in Accutrac to do it with. According to the Land Records Manager, "We were very happy with TAB's work, we loved the labeling, it is very efficient and Accutrac has really improved our ability to keep track of all our files. Russ Hollingsworth and his team were professional at all times, and from a customer service standpoint they excelled. The one thing that sold us on TAB was their quick response and great customer service, a major requirement, of our company, when looking for a vendor." TAB's continued engagement with this energy company, including converting the Land Acquisition file room, the Engineering file room, and the imaging of about 25 000 lease files is a testament to the soundness of TAB's Records Management practices.

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