



ACRODATA CASE STUDY: Records and Information Management Consulting

TasPorts

TasPorts is responsible for the management and operation of Tasmanian Ports. TasPorts employs 400-odd staff, with a head office in Devonport and operations across Tasmania.

INSIGHT

It can be difficult for companies to know where to start when it comes to organising and identifying problems within their information and records management storage system. They are often unaware of legal storage obligations as well as spending a great deal of money on expensive storage locations, and excessive amounts of time manually retrieving and sorting documents.

OBJECTIVE

TasPorts engaged Acrodata to provide a strategy that would enable them to meet the following objectives;

- Increased and improved document and information security
- Greater understanding of organisational procedures across functional areas
- Full compliance with Australian and international records management standards
- Litigation protection

STRATEGY

Acrodata worked with TasPorts over a 12-month period in order to comprehensively understand TasPorts records and information management practices. This close connection with the client ensured that Acrodata not only gained a greater understanding of TasPorts issues, but could readily rectify them. This relationship ensured that solutions were smoothly integrated into existing infrastructure with full client collaboration.

EXECUTION

The following solutions were provided.

- A business classification scheme and file plan for all TasPorts records was implemented.
- An electronic document system was implemented.
- Back scanning for critical corporate files occurred.
- Change management strategies and user training programs were developed and implemented.
- Post implementation review was conducted.



"Acrodata has transformed the way we manage our records.

There is no doubt that we now have a greater appreciation of how critical the management and protection of our information is.

The project came in on time and within budget with the assistance of Acrodata."

Geoff Duggan, CFO
TasPorts

RESULTS

The strategy achieved the following results for TasPorts.

- The ability to competently meet compliance requirements and security risks
- Increased on-site storage space
- A structured business information storage system, increasing organisational efficiencies
- The storage of critical documents in a safe, secure and manageable system
- TasPorts employees are now able to make more informed decisions, reducing any risk of litigation



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For more information about Acrodata's records and information management consulting

contact us: **p:** 03 6224 8011 **f:** 03 6224 8055 **e:** enquiries@acrodata.com.au