

Canon

Industry Sector | Technology Client



Canon Background

Canon is one of the world's leading electronics and consumer and business imaging companies. Corporate Headquarters for the United Kingdom is based in Reigate, Surrey and for Canon Europe at Stockley Park, close to Heathrow Airport.

As with all businesses the need to maintain archived records of legal and business related files is both costly and space intensive. Canon had engaged some years ago a local storage supplier and control of archived material storage and movement was managed by simple spreadsheet. Over time file content ownership had degenerated - many files no longer adhered to Canon archive policy for destruction or retention. By common consent the process was in a mess.

Issues to be resolved

- Undertake a complete review of archiving policies & processes
- Review of every record held to determine destruction or retention and establish ownership
- Secure destruction of out of date records.
- Environmental conditions in existing storage facility
- Lack of defined service levels for particularly for timely retrieval and lodgement
- Lack of effective control over the management and movement of archived records

The Swiss Post Solutions Approach

- Swiss Post Solutions undertook the installation of our own bespoke archive management software "uFile"
- Swiss Post Solutions procurement & management of a specialist 3rd party archiving provider on behalf of Canon UK to ensure that records are kept in the correct environmental conditions with audited processes and routines in place, allowing for ease of retrieval and return of archived records.
- A comprehensive implementation plan was agreed to ensure a seamless transfer of archiving services and material to the new supplier
- A comprehensive training plan tailored to the needs of Canon staff was devised and delivered to ensure both continuity and full understanding of the new archiving service and tariff



a Swiss Post company

'uFile explained'

- uFile is an independent archive management tool designed to centralise and control all archiving needs
- be they on-site filing requirements or held off-site with a 3rd party
- uFile links to formal company retention policies ensuring compliance with Sarbanes Oxley Act
- uFile actively manages archiving spend, ensuring that files and boxes are stored in the most cost effective manner - for example, that dormant items are transferred to lower cost methods of storage rather than retained at higher cost locations
- The reporting suite allows for automated generation of management information

And Furthermore

- In the first year alone, the Swiss Post Solutions archiving management solution will –
 - save Canon some 59% of current archive storage costs
 - enable the destruction of over 700 out-dated archive record boxes



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