



AVAIL BUSINESS SYSTEMS

CASE STUDY

When the Tiffin-St. Joseph Federal Credit Union of Tiffin, OH decided

it was time to build a new facility, one area of concern was the need for an efficient, central filing system. "Previously, files were in cabinets that were scattered throughout three offices and a back room," explained credit union manager Stephen E. Welter. The solution? A Jeter High Density Mobile Filing System. "Now all of our files are centrally located in our file room ... it is wonderful," says Mr. Welter.



The design and installation of the High Density Mobile Filing System was done by Avail Business Systems, who worked with Tiffin-St. Joseph in the design stage of construction to assess what the current filing and storage system was and how it could be improved. After several on-site visits, a High Density Mobile Filing System was designed that would maximize the floor space allocated for filing and storage. By placing the filing and storage cabinets on movable carriages, you create an aisle where you need it eliminating the need for an aisle for every row of cabinets. The quality construction of the Jeter system allows the average carriage to move 6,000 pounds of files with 1 pound of handle effort.

The mobile system allowed the credit union to increase their filing capacity by 156% while also giving them storage space for boxes and daily receipts. The daily receipt boxes had previously been piled up in large boxes in the back of the credit union. Avail designed a storage system that used smaller, more manageable boxes for daily receipts making retrieval much easier.

Another benefit of using the mobile filing system is that the credit union could use the end tab, color-coded indexing. The use of color as a guide allows the user to reduce the time it takes to find a file by 50% and also practically eliminates costly misfiles. The American Record Management Association has estimated that searching for misfiled files can cost up to \$75 of supervisor's time and 50% of misfiles are

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never found. "Our employees love the color-coded files," states Mr. Welter. "It makes finding files easy and painless. We could recommend it to anyone." Not only did the mobile system make organizational sense, it also made financial sense as well because the system cost only \$43.10 per foot of storage and filing capacity. Compound to the costs of making a credit union larger to accommodate older types of filing, the return on investment of the mobile system is substantial.

Using the Jeter High Density Filing System in a central location allows Tiffin-St. Joseph quick access to member files thus giving them more time with customers. As Mr. Welter adds, "Our employees love the new system."

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