

# TAB CUSTOMER PROFILE

## Government

### CALTRANS Moves Into New Era Of Records Management With TAB

#### Profile Summary

*Increased storage capacity*

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*Streamlined filing systems*

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*Improved workflow*

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*Increased productivity*

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#### Business Challenge

By creating a new district to exclusively serve Orange County, the California Department of Transportation (CALTRANS) was faced with the monumental challenge of consolidating over 40,000 active and semi-active records into a centralized file department. To complicate matters further, each of the departments in the new district utilized their own method of filing.

#### TAB Solution

To develop a comprehensive solution to meet CALTRANS' new filing challenge, TAB first outlined clearly defined project objectives. Then TAB conducted an in-depth survey to analyze workflow, evaluate allocated floor space, and identify the various filing methods used by the eight different departments. After a thorough analysis, TAB recommended implementation of a filing system that included TAB-TRAC mobile storage, FileTracker software, and a color-coded filing system.

#### Results

TAB was able to effectively convert eight different filing systems, department by department, to a color-coded system. Using TAB's FileTracker software, CALTRANS' employees can now accurately record, track, and pinpoint the location of more than 40,000 files. TAB-TRAC mobile storage system helped CALTRANS maximize expensive floor space by eliminating unused aisles for the storage of files, books, manuals, pamphlets, and reference materials.

## About TAB

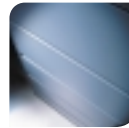
As a recognized leader in the records and information management industry, we develop custom solutions that enable our customers to control, store and access critical information. We offer top quality filing systems, media storage equipment, furniture systems, imaging solutions and specialists that solve complex records and information management challenges. With more than 50 years of experience, we serve customers in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government.

## TAB SOLUTIONS



### FILING SYSTEMS

*Increase Information  
Access & Productivity*



### STORAGE SYSTEMS

*Maximize Storage  
& Optimize Space*



### FURNITURE SYSTEMS

*Improve Workspace  
Design & Efficiency*



### IMAGING SOLUTIONS

*Automate Workflow  
& Reduce Risk*



### PROFESSIONAL SERVICES

*Design & Implement  
Complex Solutions*



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