

## *Creating Less-Paper Environments—*

### **Powell, Goldstein, Frazer & Murphy LLP Imaging Case Study**

Document Technologies (DTI) is helping ease the growing pains of one of Washington's top law firms.

The growth of Powell, Goldstein, Frazer & Murphy LLP (PGFM) is a testament to its success in the boardroom and in the courtroom. But the expansion brings with it an ongoing challenge — shrinking office space. As the firm grows, available space for billable staff members becomes increasingly precious. In particular, the use of expensive, prime office space for file storage makes little economic or operational sense.

That's where DTI comes in. As the on-site facilities management provider for PGFM, DTI created a custom solution to solve the space issue. DTI installed scanning equipment onsite at PGFM and dedicated one staff member to full-time imaging. Using its proprietary **vBinder®** product, DTI scans PGFM's files and stores them on the firm's network.

The process works like this: DTI personnel pull the files from the file rooms and scan them, without interrupting firm operations. A file-out card is placed on the shelf while the file is being scanned and a log is maintained hourly to update all interested parties of the location and status of any file. Once the file has been scanned and placed on the firm network, the files can be boxed and sent to off-site storage.

DTI's **vBinder®** has helped PGFM reduce the amount of documents kept on-site and increase its available office space. In addition, the product has bolstered the firm's business continuity plans. That's because storing the files on the firm network allows attorneys to access their documents from remote locations. Plus, there's no longer a need to drag heavy files back and forth to the office. The success of the project has prompted other practice groups within the firm to pursue a **vBinder®** solution to streamline their document management systems.

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*If you would like to learn more about Document Technologies or our tools to create less-paper environments, please contact your local sales representative, call us at 1-866-DTI-CORP or send an email to [corporate@dtiglobal.com](mailto:corporate@dtiglobal.com).*