

ONE MILLION FILES ARE  
MERGED AND CONVERTED  
TO AN EFFICIENT COLOR-  
CODED SYSTEM.



## FINANCIAL

### Integrated Solution

- ◆ File conversion from straight numeric non-color-coded to color-coded terminal digit filing
- ◆ Customized drop-style, top-opening folder design
- ◆ Logistical management of conversion schedule, pre-labeled folder shipments, work schedules and tasks
- ◆ Label print system and ongoing records management supplies and services

### More Satisfied Customers

- ◆ National City Mortgage
- ◆ Fifth/Third Bank
- ◆ FISL Madison Financial
- ◆ Bancorp South

*“The color-coding has virtually eliminated misfiles and the new filing system increased our productivity rates from 97 to 99 percent, which is a significant improvement, increasing our efficiency and decreasing operating costs.”*

— Paul Robinson,  
Project Manager at Citigroup

**CHALLENGE** ◆ CitiFinancial of Coppell, Texas, a member of Citigroup, the world’s largest consumer, corporate and investment banking financial services provider, purchased three auto finance companies and merged their operations into their Texas location for better management and control. The merger required the relocation and conversion of one million active loan records within a limited timeframe of 100 days. CitiFinancial’s existing records were stored in standard-sized envelopes, labeled with a computer name and loan number, separated by finance company and filed on shelves in a non-color-coded, straight numeric system. Without color-coding, misfiles were frequent and often went unnoticed; and the straight numeric approach led to significant back shifting when paid or defaulted loan files were purged. These challenges were compounded with the acquisition and merger of the three additional file inventories into the space currently occupied by CitiFinancial’s existing files.

**SOLUTION** ◆ Local SYSTEC professionals worked with CitiFinancial managers to evaluate their records and recommend a file conversion post merger. A color-coded, 5-digit terminal filing system incorporating customized drop-style, top-opening folders was recommended to provide a consistent filing system and simplify the conversion process from multiple filing formats. The customized file folders would also accommodate day-forward files and the drop-style format would eliminate the potential for loose documents. An additional benefit of the new terminal digit, color-coded system is the reduction of misfiles and an improvement in file access and document retrieval.

SYSTEC professionals began by designing the new color-coded label system and producing pre-labeled loan files that arrived on the job site in the proper sequential order, and arranged by shelf section to coincide with the conversion process. As all of the files were converted, documents and envelopes were dropped into the new file folders and taken to a sorting area where they were arranged in the proper sequence and then interfiled on the shelf into the new terminal digit filing system. This process was repeated a section at a time until all files were successfully converted and shelved. At project completion, SYSTEC professionals provided CitiFinancial with a comprehensive map of the file room, and staff was equipped with filing supplies and a color-coded labeling system to produce newly created loan files.

Paul Robinson, project manager at Citigroup, expressed his satisfaction with the file conversion by saying, “SYSTEC helped us achieve control over more than one million records. The color-coding has virtually eliminated misfiles and the new filing system increased our productivity rates from 97 to 99 percent, which is a significant improvement, increasing our efficiency and decreasing operating costs.”

SYSTEC is a national organization expert in the design and delivery of fully integrated or individualized information and materials management solutions, offering our customers decades of experience in professional business solutions and product expertise - all from a single source. From storage and space-saving products to a full range of document management solutions, SYSTEC professionals provide total-systems solutions and top-notch service and support all on a local level.

## TOTAL SOLUTIONS

### Professional Services

- consulting
- conversions
- relocations
- audits
- interfiling
- database development
- purges

### Filing Systems/Technology

- filing supplies
- labeling
- tracking
- imaging
- document management

### Storage Solutions

- mobile
- rotary
- linear/lateral
- cabinets
- multi-media
- shelving
- heavy-duty

### Furniture Systems and Museum Storage

- mailroom
- library
- computer
- museum



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