

The Cornerstone Team has been a part of numerous Acquisition and Divestiture collection projects initiated by the corporate parent company.

This process can be critical for maintaining a comprehensive record of the transaction, ensuring compliance, and facilitating future reference or legal needs.

Problem:

- Asset Sale is in a remote part of the country.
- Employees must engage in Safety Classes prior to entering the facility.
- Documents cannot leave the premises.
- Documents need Legal Review before capture.
- Documents must be returned to the original drawer, aisle, shelf, closet, warehouse.
- Rolling Deliveries for Client QC before leaving premises

Solution:

- Project Scoping Team sent
 - Project Size by location/warehouse/building/custodian
 - Space Requirements
 - Hours of Operation
- Timelines defined for completion.
- Management team and staffing identified.
- Certifications / Safety Training Arranged
- Technology and Shipping Containers Accrued
- Document Controls
 - Tracking Log
 - Chain of Custody (COC)
 - Quality Control

Outcome:

- 2 ½ month project completed for imaging with page to image Quality Control Review
- Continuity of staff maintained.
- Rolling Deliveries of images and metadata uploaded for consistent client inspection.
- Data secured for possible future Legal requirements.
- Earned repeat business for future client projects with this scope.