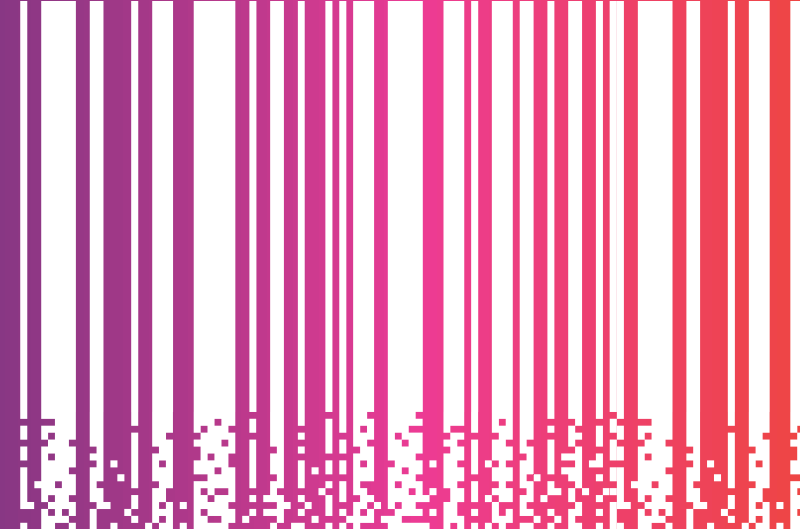


11 Questions Law Firms Should Ask Records Management Providers

The legal sector is unlike any other when it comes to volumes of confidential, critically-important paper moving around the organisation. Outsourcing document management makes sense – from a financial, environmental and security point of view.

But before you pick a partner, make sure you ask these 11 crucial questions.



VALUE & GOVERNANCE



How many firms like ours do you work with?

Why It Matters
The legal sector has nuances that must be catered for. The number of daily document retrievals is typically higher, digital transformation is slower, and many documents are irreplaceable.

The OASIS Answer
With over 650 law firm customers across the UK and Northern Ireland, we've developed a cost-effective service around the needs of this highly specialised segment.



Are your services covered by relevant certifications, including scanning of documents for legal admissibility?

Why It Matters
You need assurance that your suppliers will manage your information correctly when it comes to data protection, information security, digitisation and environmental standards.

The OASIS Answer
Unlike some providers, all OASIS scanning sites are covered by BS 10008: Evidential Weight and Legal Admissibility of Electronic Information. We also hold the relevant ISO certifications for quality, environmental, and information security management; Cyber Essentials Plus; and British Standards covering secure destruction of confidential material and conservation and care of archive library collections.



How much will it cost me to move from my existing supplier to you?

Why It Matters
Moving thousands – sometimes millions – of documents is a major undertaking. Your incumbent may charge exit costs.

The OASIS Answer
We design our pricing model to help offset your transitioning and exit costs, as well as typically offering longer-term savings when compared with your previous provider.

ACCESS & VISIBILITY



We've merged with another firm, can you help consolidate our document estate?

Why It Matters
If you can't access documents – or even see what exists – in different office locations, then fee earners can't collaborate, files can get lost, deadlines are missed and money is wasted.

The OASIS Answer
We can catalogue and consolidate all your physical documents, image files and meta-data into a common structure managed via our online document management system.



I need a document urgently. Who will deliver it, and how long will it take?

Why It Matters
Fee earners need to know documents will be on time for meetings or court cases. If the delivery is managed by a non-security-vetted driver, you're introducing risk into the process.

The OASIS Answer
Hard copies can be delivered within 3 hours in urgent cases, or we can scan documents on demand. Our uniformed delivery staff are vetted to BS7858 security standards.

SECURITY & RISK



What reassurance do we have that our assets will be safe with you?

Why It Matters
You need to be able to reassure colleagues and clients that their media and artefacts are stored in facilities which boast world-class safety and security measures.

The OASIS Answer
We've barcoded, and subsequently securely stored, 115 million items for some of the UK and Europe's best-known organisations. Our high security facilities are protected by measures including VESDA smoke alarms, 24/7 video surveillance and biometric fingerprint scanners.

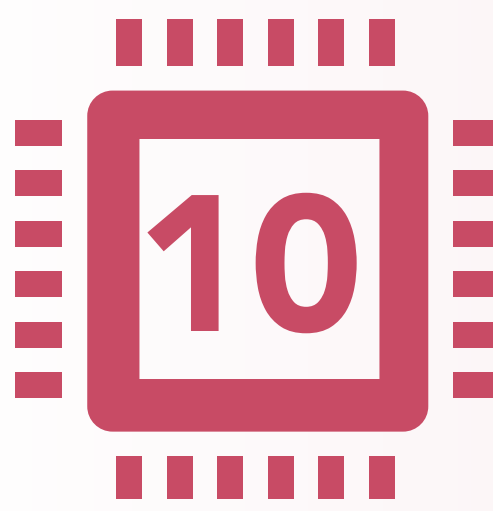


Do you outsource any part of the process to a third-party contractor?

Why It Matters
A closed-loop chain of custody reduces the likelihood of security lapses or drop-offs in efficiency.

The OASIS Answer
We manage the entire document lifecycle in-house: audits, indexing, storage, scanning, collections, next-day/rush deliveries and secure shredding.

LEANER AND GREENER



We need to digitally transform more of our processes. How can you help?

Why It Matters
The continued reliance on paper in the legal sector makes it hard to reach the levels of digitisation seen elsewhere. But those firms in the vanguard are gaining competitive advantage.

The OASIS Answer
Our online document management system integrates into ERP, case management, or other core business systems to improve decision-making and increase efficiency.



What efforts are you making to reduce your carbon footprint?

Why It Matters
Your reputation for sustainability extends to the suppliers you choose to work with, and their environmental commitments.

The OASIS Answer
Our new flagship facility is built to BREEAM 'outstanding' standards; the world's leading sustainability standard for building construction. It's one hour from Chancery Lane in our fleet of EV vehicles, and it can offer up to 40% reduction in carbon emissions.



How can you help us save money?

Why It Matters
There is always pressure to cut costs without impacting on customer service or quality. Firms who don't properly track retention dates are paying to store rubbish in secure facilities.

The OASIS Answer
With 1,700 team members, we're large enough to generate cost-efficiencies, but small enough to be flexible on price. And we help law firms with tightly-managed retention strategies so they only pay to store exactly what they need.

FUTURE PROOFING



Will you be able to support us as we grow and our needs change?

Why It Matters
It's more efficient to find one supplier who can support you for the long term, than to invest time and resource in switching regularly.

The OASIS Answer
As the largest privately-owned information management provider in Europe, we have the scope and scale to support everyone from boutique law firms to members of the 'magic circle'. We offer an end-to-end service for all types of hard copy and digital data, from wills, deeds and contracts, to finance and HR information.

Want to learn more?
Contact us: info@oasisgroup.com or
visit our website: www.oasisgroup.com