

Regional BBQ Restaurant Digitizes Records Before Relocation

As a regional BBQ restaurant in the Greater San Antonio area prepared for a facility relocation, the company needed a more efficient way to manage archived HR and Accounting records. Southwest Solutions Group converted paper documents into digital files, providing electronic access while reducing the need for physical records storage at the new location.

INDUSTRY

Commercial

The project supported a regional BBQ restaurant with archived business records.

LOCATION

San Antonio, TX

The document scanning project started at the customer's facility in the Greater San Antonio metro area.

DEPARTMENT

HR and Accounting Records

The project included archived HR and Accounting records that required ongoing access throughout the relocation process.

SOLUTION

Document Scanning

Southwest Solutions Group converted paper records into digital files for easier access.

PRODUCTS USED

Document Scanning and Digital Access

Services included document pickup, scanning, digital file delivery, retention, and secure destruction.

OPERATIONAL GOAL

Reduce Physical Records Storage

The regional BBQ restaurant wanted to eliminate the need to relocate archived paper records and dedicate valuable space to file storage at its new facility.

THE PROBLEM

Relocation Created a Records Management Challenge

As the regional BBQ restaurant prepared for a facility move in the Greater San Antonio area, the company evaluated how HR and Accounting records were being stored and accessed. Continuing to manage large volumes of paper files would require additional storage space at the new location while maintaining dependence on physical document retrieval.



BEFORE

01

Large Volumes of Archived Records

Years of HR and Accounting records had accumulated in storage. The upcoming relocation created an opportunity to reduce paper files and modernize records management.

02

Physical Storage Would Require More Space

Relocating paper records would have required valuable storage space at the new facility and continued investment in managing physical files.

03

File Access Still Had to Continue

The customer still needed access to specific documents while the scanning project was underway. Southwest Solutions Group supported that need by providing requested documents on demand.

THE SOLUTION

Document Scanning Replaced Paper File Storage with Digital Records

Southwest Solutions Group provided a document scanning solution that converted archived HR and Accounting records into digital files. The project included document pickup, scanning, digital access, document retention, and secure destruction, allowing the regional BBQ restaurant to reduce physical storage requirements while maintaining access to important business information.



DIGITIZATION STRATEGY

Converting Archived Records Into Digital Files

The project gave the regional BBQ restaurant a practical way to transition from paper records to electronic access before the move. By digitizing archived files, the company reduced the need to bring physical storage into the new facility.

WHY THE PROCESS FIT

A Solution Built Around the Relocation Timeline

Southwest Solutions Group coordinated pickup, transportation, scanning, and digital access around the customer's schedule. This helped the project move forward while supporting ongoing access to important records.

OPERATIONAL IMPROVEMENTS

Faster Access and Reduced Storage Requirements

After scanning, the regional BBQ restaurant could retrieve files digitally instead of searching through stored paper records. The project also reduced the need to reserve space for archived file storage.

Converting Archived Records Into Digital Access

The implementation was organized around the regional BBQ restaurant's relocation schedule and the need to reduce paper records before the move. Southwest Solutions Group handled document pickup, secure transport, scanning, quality review, digital delivery, retention, and secure destruction.

01 ON-SITE ASSESSMENT

Reviewing Records at the Facility

Southwest Solutions Group visited the customer's facility in the Greater San Antonio area to review the archived records and organize the project around the upcoming relocation.

02 SECURE DOCUMENT TRANSIT

Transporting Records to the Lewisville Scanning Site

After the records were reviewed and prepared for transfer, Southwest Solutions Group transported them to the Lewisville scanning facility for conversion.

03 DOCUMENT PREP

Preparing Records for Digitization

The documents were prepared for scanning so the records could move through the conversion process in an organized way. During the project, the team also supported requested file access.

04 DIGITAL ORGANIZATION

Organizing Digital Files for Retrieval

Digital files were organized to support efficient retrieval and long-term access following document conversion.

05 DOCUMENT SCANNING

Converting Paper Records Into Digital Files

Southwest Solutions Group scanned the archived records and converted the paper files into digital documents for the regional BBQ restaurant.

06 QUALITY ASSURANCE REVIEW

Verifying File Quality and Accessibility

Scanned files were reviewed to support clear, usable digital access after the records were converted.

07 DIGITAL DELIVERY

Providing Access to Digital Documents

Southwest Solutions Group provided digital access to scanned documents so the regional BBQ restaurant could retrieve records without relying on the original paper files.

08 SECURE RECORDS DISPOSITION

Completing the Records Conversion Project

Following digitization and the customer review period, the project concluded with secure destruction of approved records and significantly reduced dependence on physical file storage.

RESULTS

Digital Records Simplified the Relocation Process

The completed document scanning project provided digital access to HR and Accounting records while reducing the need to dedicate space and resources to physical file storage at the new facility in the Greater San Antonio area.

PRIMARY OUTCOME

HR and Accounting Records Converted to Digital Files

Archived business records were digitized before relocation, reducing the need for the regional BBQ restaurant to move and manage paper files at the new facility.

WORKFLOW

Requested Files Available Digitally

After scanning, the customer could access files digitally. Southwest Solutions Group also supported on-demand document requests while the project was underway.

ORGANIZATION

Improved Records Organization and Access

The document scanning project created a digital records resource that could be accessed without searching through physical HR and Accounting files.

LONG-TERM VALUE

Reduced Dependence on Physical Storage

By converting archived records into digital files, the regional BBQ restaurant reduced the need to reserve space for paper document storage after the move.

Paper Records Converted Into Digital Access

Archived HR and Accounting records were converted into digital files, reducing physical storage requirements and improving access to business documents.



READY TO SOLVE A SIMILAR PROBLEM?

Need to Reduce Paper Records Before a Relocation?

Southwest Solutions Group helps restaurants, commercial businesses, and other organizations convert paper records into digital files, improve document access, and reduce long-term storage requirements.

Request a consultation to discuss your document scanning project, records digitization needs, or digital access goals.