Reducing costs whilst maximising data value

About Us

At OASIS Group we provide end-to-end records and information management services to clients across Europe.

Our expert Team Members, combined with award winning technology suite, offer our clients industry leading process automation.

By automating and streamlining processes for specific back-office functions, we help clients free-up resources and increase operational efficiencies within their organisation., whilst reducing costs.

No matter where you are in your digital transformation journey our experts will be able to help find the right solution for you.

Overview

A leading Energy company, operator of several assets in the UK's North Sea, were exploring options to complete a field decommissioning project without losing any high value data from the physical records.

The organisation did not want to mark the end of the asset's data management activities. Instead, they needed a specific 'end of life' data management strategy to keep that data

available knowing it could be invaluable to future Energy Transition activities.

The energy supplier required an information partner with experience managing the full lifecycle of both physical and digital records. The project would need to retrieve over 2,500 boxes and index more than 35,000 records.

Working with the client, OASIS were able to retrieve, index and deliver a robust and cost-effective solution for high-value data and information.

Service Requirements

- Digitise 'high value' items.
- Group items into classes for destruction, retention, or indexing.
- Scanning and output to cloud-base data management platform.
- Indexing and data capture across various record types.
- Digital versions to upload to the UK's National Data Repository.
- Tracking and audit of physical stored items across the UK.
- Secure and auditable destruction of physical items.

Secure scanning & digitisation services

OASIS is proud to offer 'best of breed' technologies for all your digitisation and data capture needs.

- Highly secure
- Accessible anytime, anywhere
- Powerful search and retrieval functionality
- Reduce reliance on physical storage space
- Free up office space
- Support remote working and collaboration
- Reduce storage costs
- Data information retrieval from weeks to seconds

The OASIS Solution

OASIS group the documents in different categories. The 'high-value' items were digitise, and the records with a lower value were shared for client review and to be approved for destruction. The rest of the data that needed to be retained was bar-coded and indexed at document level, enabling easy retrieval in the future.

Retain and destruction exercise. OASIS Group retrieved and sorted over 35,000 records archived in nearly 2,500 boxes. Although, there was a descriptive phrase or sentence to indicate the content of each box, there was not an item level catalogue.

However, from the box descriptions, it was evident that the contents included 'high value' items such as original well logs, dating from the 1970's and early 1980's that had not yet been digitised. In addition, it was equally obvious that some of the box content was 'low-value', with no regulatory retention requirement and with the platform and associated facilities decommissioned of no further use.

With the field and platform decommissioned, OASIS identified over 3,000 records as included 'high value'. Most were well logs or other large-format documents that required specialised scanning services. OASIS used a dedicated, specialised scanning equipment and teams to digitise the data. There were nearly 28,000 records beyond their retention requirement. Those records were securely destroyed following client review and approval with the paper waste recycled.

Data cataloguing. The remaining documents were bar-coded and indexed, with the resulting meta-data uploaded to OASIS cloud-based data management portal, providing the client easy and fast data retrieval access via their user interface.

Upon completion of the project, the client has gained access to digital versions of the well logs, and by submitting these to the UK's National Data Repository has fulfilled their data management obligation to the state, as well as alleviating the future responsibility for storing and maintaining them. By considerably reducing the quantity of records to be stored, they have reduced their ongoing storage costs and with a record level index and understanding of the document types are able to define future retention policies to manage the storage cost in the future.