

Going Digital Makes Environmental Sense

A Case Study with Imaginea Energy



The Opportunity

Imaginea Energy is a different kind of oil and gas company. Its focus is on sustainability and community responsibility in all aspects of business, including information management. When Imaginea undertakes a new project, it is required to meet their three core values of **Planet, People** and **Profit**.

When Imaginea purchased 3000 wells from Pengrowth, it acquired 10,500 files comprising 12,000 linear file inches.

The Challenge

Onboarding these files would pose several challenges for Imaginea. These included the usual issues that come with acquiring a new file collection such as: reviewing and integrating the information into the company's current filing structure, meeting regulation and compliance standards and minimizing risk by quickly familiarizing staff with the new assets.

On top of these issues, Imaginea did not have sufficient onsite storage space for the new file collection and renting additional space would not be cost-effective. Outsourcing to a third-party partner for storage was another potential option, but it would not provide Imaginea the kind of immediate file access it required. It would also not be consistent with Imaginea's "3P" core values, given the volume of paper that would be copied for users' convenience and the impact of trucks driving back and forth to deliver files.

In overcoming these challenges, Imaginea would have to take the following additional factors into account:

- Records management policies and procedures had not been applied to the acquired collection, creating a potential compliance risk
- A desire to move to a digital file environment in the future
- Future growth which would bring more file collections into the company

The Solution

TAB proposed the scanning all of Imaginea's physical records at the TAB Records Centre where the digital files could then be organized and managed through the complete records lifecycle. Policies and procedures were put in place and training provided to Imaginea's team.



The Benefits

Scanning all existing and acquired records.

- Reduced need for long-term active physical storage
- Quicker access to records for Imaginea staff
- Lowers day-forward management costs

Providing transition and onboarding services.

- All files sent directly to TAB Records Centre
- Training and workshops held to develop policies and procedures that work for Imaginea
- Capture all metadata to ensure that information is organized, managed and accessed to meet Imaginea's needs
- Provide scan-on-demand services as required

Offering cloud access through TAB FusionRMS software.

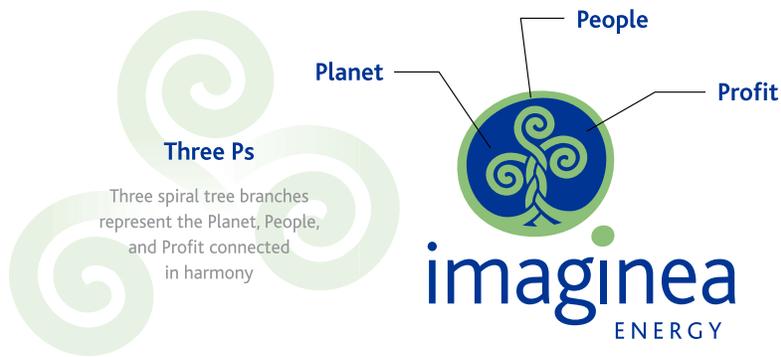
- Hosting Imaginea's records in a cloud-based environment provides anytime, anywhere access to documents

Ongoing information management services

- Manage all activities related to digital files
- Maintain TAB FusionRMS database
- Manage active and inactive records (up to and including destruction)



Why It Worked



TAB's solution met all of Imaginea's "3P" core values. First, it was better for the **Planet**. Scanning the physical files at TAB Records Centre minimized the environmental impact of managing paper files. The company's **People** benefited with the organization of the file collection and the ongoing easy access to information through TAB FusionRMS. On the **Profit** side, the cost of the project realized positive ROI within 1.2 years – far better than a traditional approach of managing physical files.

Imaginea is achieving its long-term goal of electronic document management. Risks are reduced and there is improved access to information for all staff. Imaginea is well-positioned for future growth and can focus on its core business while TAB helps organize and manage its information.