

# How DocuDriven helped cure decades of record redundancy for BBNC



## CHALLENGE

Since BBNC's inception, the Lands and Resources department has accumulated numerous records containing information vital to day-to-day operations. But over the years, with many different employees filing Land and Resources information, some records became "not vital" — duplicates, outdated documents, and files no longer required for operational or regulatory purposes.

The department faced decades of accumulated records, unclear retention requirements, difficulty identifying what was eligible for disposal, limited labor resources, and rising storage costs and retrieval times. To ensure efficiency, compliance, and sustainability, BBNC engaged DocuDriven to assess whether there was a way to solve this.

## SOLUTION

BBNC's primary goals were to distinguish important from non-important records, eliminate unnecessary duplicates, improve storage efficiency and retrieval speed, and implement sustainable records management practices going forward. DocuDriven approached this in two steps: Culling of Records and Physical and Electronic Management.

The culling phase identified, validated, and eliminated unnecessary records while preserving required and historical documents, through on-site and off-site assessments of physical rolling files and electronic PDF systems. A five-step culling system pinpointed duplicate files, miscategorized records, and items needing further review, in coordination with BBNC's Records Information Management (RIM) team and the Land and Resource department.

The management analysis recommended a dual chain of custody system for both physical and electronic records, ensuring accountability, security, and transparency, along with documented disposition decisions for audit readiness.



**I have 100%  
trust in  
DocuDriven's  
ability to help  
optimize our  
processes and  
procedures."**

**LISA ANDRUS**  
RECORDS MANAGER,  
BBNC



## RESULTS

Through a structured examination of both physical and electronic records by DocuDriven, BBNC's RIM team, and Land and Resources, several key strategies were identified to optimize storage space, improve retrieval and search processes, and secure the integrity of BBNC's valuable documents.

The dual approach of eliminating redundancies while enforcing a robust chain of custody promises long-term benefits. With these systems and processes in place, BBNC is well-positioned to maintain orderly, secure, accessible records that support its operational goals and compliance needs — with regular reconciliation preventing future record sprawl, clear retention rules enabling confident disposal, and documented decisions supporting audits going forward.

## THE DOCUDRIVEN DIFFERENCE

At DocuDriven, we specialize in creating order out of decades of record sprawl. Whether you are dealing with paper boxes or messy digital folders, our Physical and Electronic Inventory Analyses identify exactly what you have. We then use Comparison Analysis and Culling to help you responsibly eliminate what you don't need, saving you storage costs and time. With custom Power BI Reporting, we turn your complicated record history into a simple, visual map. We are the partner that helps you "clean up" your records and establish a sustainable system for the future.

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**DocuDriven brought clarity to what initially felt overwhelming. They worked closely with both our Land and Resources team and Records Information Management (RIM) department to ensure that important and historically significant records were preserved, while unnecessary redundancies were responsibly eliminated."**

**LISA ANDRUS**  
RECORDS MANAGER,  
BBNC

## ABOUT DOCUDRIVEN

DocuDriven optimizes the value of your records, delivering expertly designed solutions — on-time and on-budget. Whether you have decades of paper boxes, large format blueprints, or dormant/unstructured data, we help you cull out what you don't need and make your vital data searchable and easy to find.

**When records accuracy, accountability, and scale matter, organizations choose *DocuDriven*.**