

INOUTSOURCE

Providing Client Intake and Records Management
Consulting to the Legal Industry

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INOUTSOURCE ACHIEVES COST SAVINGS AND RISK REDUCTION FOR CLIENTS WITH IMPROVED CONTRACTS FOR OFF-SITE DOCUMENT STORAGE

New agreements negotiated by InOutsource ensure best practices to yield long-term cost reductions

Thorofare, NJ – August 10, 2011 – InOutsource, a leading provider of client intake, records and information management consulting to law firms, announces the successful launch of its newest service offering: evaluation and renegotiation of off-site storage agreements. InOutsource is helping clients realize long-term process improvements and cost savings with better contract terms and pricing from its off-site document storage providers.

As part of their consulting service, InOutsource's Certified Records Managers evaluate current off-site storage contracts, including a full audit of invoices and activity to benchmark costs against law firm peers and industry standards. InOutsource identifies areas of improvement and will manage a new request for proposal (RFP) process or negotiate on behalf of its clients to achieve more favorable service agreements. When a service provider change is recommended, InOutsource oversees the successful transfer of off-site storage holdings to the new vendor. The company also ensures firm staff is sufficiently trained on records management policies, educating them on best practices for utilizing off-site storage.

"Creating and implementing an effective retention policy is critical for reducing both costs and risks associated with records management for any law firm, but too many firms stop there and continue to have off-site contract terms that make it impossible to cost-effectively implement a retention policy," said Nancy Beauchemin, president of InOutsource. "InOutsource clients benefit from our years of experience and expertise in retention policy development. Our clients look to us to guide them as to what portions of the client file actually need to be retained and for how long. All too often, the entire paper file goes off-site when a representation has concluded when only a subset of documents needs to be retained long-term."

On behalf of its clients, InOutsource has successfully limited price increases and ensured off-site storage contract language is fair and aligned with firms' cost containment, risk and retention policy goals. InOutsource also works with clients to develop and implement a zero-growth program to control volume and costs associated with long-term off-site storage.

About InOutsource

InOutsource experts provide client intake and records management consulting services to help law firms and corporate legal departments ensure valuable client information is properly managed and protected to mitigate risk and preserve client confidentiality. InOutsource is the renowned leader in the legal community for its in-depth knowledge of the issues law firms face with managing client information. Through the company's Merger Readiness Consulting Services, the company helps firms establish the framework necessary to perform conflicts due diligence and address issues in a systematic way, as they arise during the process of merging, acquiring other firms, or hiring lateral attorneys. InOutsource clients

are among the top 200 law firms in the United States. For more information, visit www.inoutsource.com.

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