



Winning the Battle of the (Paper) Bulge, Engineering Inc.

In this Age of the “digital business,” paper documents might seem almost quaint—especially to younger professionals.

But the fact is, many organizations—especially engineering and design firms—still rely on huge volumes of paperwork along with their ever-growing stores of electronic files. And the management and retention of all these documents is a critical legal and administrative issue for professional firms. The basic questions seem simple: How long do I keep this paper/email/file/record, and what is the best method to store it? But the process of document retention can be challenging, especially if there are no guidelines in place. Engineering firms need to create and maintain a comprehensive strategy. As with many other types of businesses, engineering firms are experiencing an unprecedented rise in the volume of information they must handle.