



RECORDS MANAGEMENT

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 **KYOCERA**
Document Solutions

Laserfiche[®]
Authorized Reseller



Streamline Enterprise Records Management

Controlling your organization's proliferating paper and electronic records can be demanding. How do you adhere to records retention policies organization-wide—without raising costs or disrupting everyday work processes?

Laserfiche Records Management Edition is the answer.

- ▶ **Balance** flexibility and control with transparent records management.
- ▶ **Support** comprehensive risk management.
- ▶ **Reinforce** governance, risk and compliance standards.
- ▶ **Establish** an overarching ECM infrastructure for the enterprise.

RECORDS MANAGEMENT: Reinforcing Information Governance

“With Laserfiche, we’ve implemented an effective electronic records management strategy which has improved information governance, bringing standardization and consistency to all departments.

Melissa Buman / Records Management Supervisor / Outagamie County, WI



In order to be agile, organizations need their information to be available, consistent and reliable. At the same time, regulatory and compliance mandates dictate that controls around organizational information be put in place.

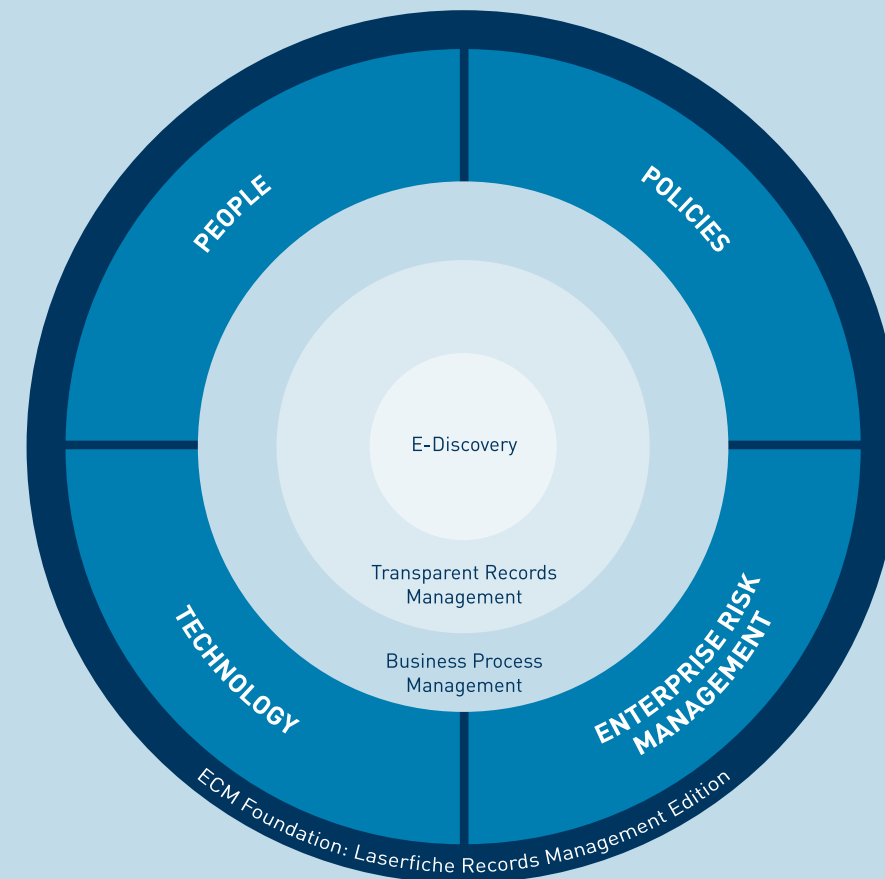
It’s a delicate, challenging balance to achieve, particularly for organizations that rely on paper records or a variety of specialized software applications for records management.

Laserfiche Records Management Edition (RME) serves as a foundational component of information governance at thousands of organizations around the world.

Laserfiche RME:

- ▶ **Incorporates** people, policies, technology and enterprise risk management.
- ▶ **Balances** the need for compliance with the ability to create value from information.
- ▶ **Unites** content management, business process management and DoD 5015.2-certified records management functionality.
- ▶ **Increases** information’s availability while preserving its integrity—reducing risk across the entire enterprise.

A Four-Part Framework for Information Governance



MAINTAIN PRECISE CONTROL

with Transparent Records Management

The information needs of records managers and general users are very different, and integrating proper records management into employees' daily routines can be a challenge. Records managers are often forced to be more concerned with the rules of retention than the importance of records from a business perspective. This makes it difficult to manage records on a day-to-day basis without interfering with departments' line-of-business activities.

Laserfiche has pioneered an approach called **Transparent Records Management** that solves this dilemma.

Insulate general users from file plan complexities

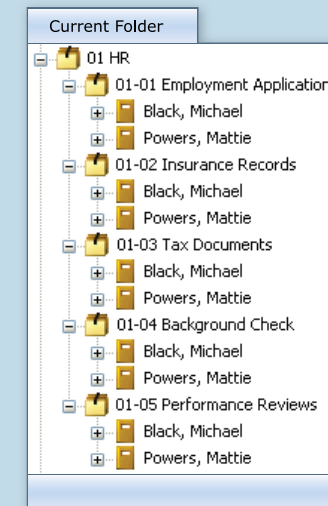
- ▶ Dynamically configure separate views of the repository for each business unit, providing users with access to content in the context of their business practices.
- ▶ Records managers retain control over the way information is categorized and filed, while general users access a folder structure organized more logically for their needs.

Automate classification and filing

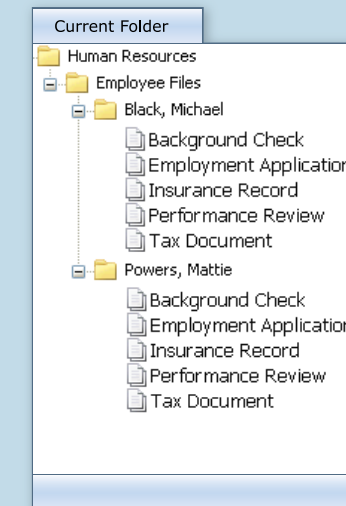
- ▶ Workflow functionality automates the classification of content, regardless of how it's captured or where in its life cycle it becomes a record, eliminating the most costly component of a records management application.
- ▶ Cutoff and eligibility dates are automatically calculated and assigned, increasing both compliance and staff productivity.

Ensure the security of records

- ▶ Automatically track and control records from creation to destruction, making it easy to comply with regulations.
- ▶ For greater security, business users only access shortcuts to actual records.
- ▶ Automatically apply security tags to reduce the cost of regulatory compliance.



Records Manager View



User View

Enable dynamic configuration of multiple views of the same repository, so the records management layout isn't exposed to general users.

Transparent Records Management ensures that your organization meets all of its governance mandates without compromising the ability of your staff to access the information they need to make fast, informed decisions.



THE LASERFICHE RME

Advantage

Integrating records management into your business processes is often a complicated undertaking. You may rely on multiple applications to manage particular types of records, or you may worry about creating more work for both yourself and your staff.

By positioning records management functionality as the foundation of the Laserfiche enterprise content management (ECM) system, Laserfiche RME makes it simple to manage all your content and records—including scanned paper, electronic documents, e-mail, digital audio and video files, photographs and physical records—from a single application.



Intuitive Enterprise Records Management

- ▶ Enforce enterprise-wide records policies, regardless of your records' format, location or content—without additional staff training.
- ▶ Use the transparent records management approach to create a file plan and manage retention schedules without interfering with any department's line of business.
- ▶ Create records from documents already under management.
- ▶ Search for records according to status or location.
- ▶ Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- ▶ Access, process, manage and run reports on records using Laserfiche Web Access, a Web-based thin client.
- ▶ Ensure consistency by automating life cycle management from document creation to final disposition.
- ▶ Demonstrate proper retention rules were followed with post-disposition retention of metadata and auditing information.
- ▶ Ensure the future accessibility of your archived records with storage in non-proprietary TIFF file format.

Record Folder Properties

FOLDER 1

Filing Date: 11/9/2010

Designate these records for transfer or accession to NARA

Cutoff Instruction

Name: single event cutoff

Type: Event Cycle: N/A Interval: N/A

Document Relationship: N/A Linked Document Action: N/A Location: N/A

Retention Schedule

Name: 1 month destruction

Final Disposition Type: Destruction Retain for: 0 year(s), 1 month(s)

Final Disposition Location: N/A Keep Metadata: Yes

Alt. Retention Event: ha Alt. Ret. Schedule: Accession_retain meta

Vital Records

Designate records within this collection as vital Review Cycle: BIM (Bimonthly)

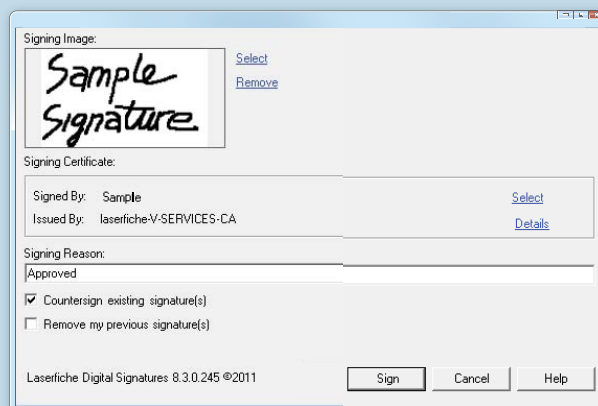
Disposition Authority:

OK Cancel Help

Automate life cycle management from record creation to final disposition.

Controlled and Flexible Governance

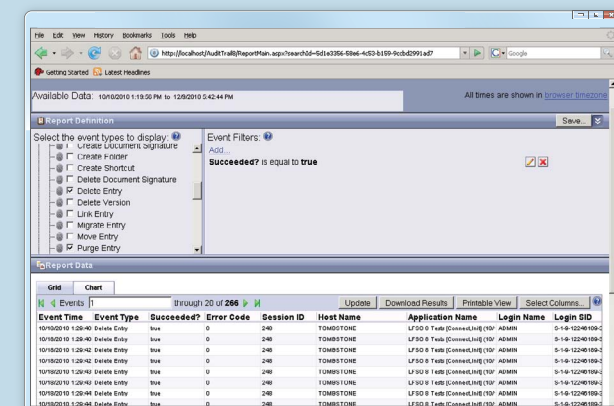
- ▶ Implement a central point of control for all records management activities.
- ▶ Simplify governance by integrating DoD 5015.2-certified records management with workflow technology to dynamically build customized views to the repository for individual business units.
- ▶ Share and enforce best practices by automating manual processes, including content classification and filing.
- ▶ Meet VERS standards for ensuring electronic document preservation and integrity with encrypted volumes, auditing for tamper detection and digital signature support for both documents and briefcases.
- ▶ Implement a DoD 5015.2 v3-certified integration with SharePoint 2010 and archive and manage SharePoint documents in the Laserfiche repository once the collaboration phase is complete.



Verify and validate document authenticity with tamper-proof digital signatures.

Comprehensive Risk Management

- ▶ Build an ECM infrastructure that not only meets outside regulations but also uses auditing and monitoring to incorporate internal controls.
- ▶ Promote compliance with Sarbanes-Oxley, HIPAA, USA PATRIOT Act, SEC, FINRA and other regulations.
- ▶ Empower compliance officials to regularly review user activity, assess the effectiveness of internal control mechanisms and demonstrate regulatory compliance with built-in audit trail tracking.
- ▶ Safeguard records with comprehensive access controls.
- ▶ Reduce litigation risks associated with expired and outdated records.
- ▶ Respond to e-discovery orders quickly and confidently.
- ▶ Provide large volumes of records to auditors—instantly and without trips to the records room or offsite storage facilities.



Track almost any user action, from login and logout to creating, modifying, printing and deleting documents.



By integrating Laserfiche and SharePoint, our content is searchable on an enterprise level, and the results are returned to users transparently through SharePoint. Putting a secure, centralized and DoD 5015.2-certified Laserfiche repository behind SharePoint has given us much more control, efficiency and effectiveness.

Angela Ellis / Senior Web Developer / Project Manager / Virginia Port Authority

An Overarching ECM Architecture for the Enterprise

- ▶ Unite collaboration, business process management, content management and records management functionality as part of the Laserfiche system's core architecture, not through separate modules stacked together.
- ▶ Simplify business continuity planning by centralizing your organization's information.
- ▶ Customize your system without outside consulting or on-site programming.
- ▶ Support industry-standard Microsoft® and Oracle® database platforms to maximize the value of your current IT investments.
- ▶ Manage all the components of a Laserfiche repository—fields, templates, users, groups and volumes, among others—through an easy-to-use graphical interface.

Laserfiche Enterprise Records Management Framework

COLLABORATION GUI	<ul style="list-style-type: none"> ▶ SharePoint ▶ Enterprise Search ▶ Portal 	<ul style="list-style-type: none"> ▶ E-mail ▶ Forms Library
BUSINESS PROCESS MANAGEMENT	<ul style="list-style-type: none"> ▶ Capture ▶ Workflow ▶ Auditing 	<ul style="list-style-type: none"> ▶ Reporting ▶ Notification ▶ Risk Management
CONTENT MANAGEMENT	<ul style="list-style-type: none"> ▶ Access Control ▶ Versioning ▶ Life Cycle Management 	<ul style="list-style-type: none"> ▶ Library Services ▶ Unified Metadata Models
RECORDS MANAGEMENT	<ul style="list-style-type: none"> ▶ Archiving ▶ Taxonomy ▶ Accession Transfer 	<ul style="list-style-type: none"> ▶ Retention Schedule Process

“

Because we have to keep compliance with Texas State Library recommendations for records retention, we depend heavily on Laserfiche. Once records are scanned, Laserfiche keeps uniformity for records naming conventions and storage, reducing training time and eliminating mistakes.

Patrick Gray / Database Applications Analyst / City of Wichita Falls, TX



About Laserfiche

Product Suite

The Laserfiche system is designed to be straightforward to purchase, deploy, extend, administer and support. Laserfiche solutions deploy quickly and easily scale to accommodate both an increasing number of users and high-volume repository growth.

Laserfiche Records Management Edition is available as a part of Laserfiche Rio® and Laserfiche Avante® ECM systems.

Laserfiche Rio® with Records Management Edition™

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laserfiche.com/rio

- ▶ DoD 5015.2-STD Ver. 3 certification
- ▶ Joint DoD 5015.2 certification with SharePoint 2010
- ▶ VERS Compliant v2
- ▶ Enterprise content management
- ▶ Document imaging
- ▶ Business process management
- ▶ Complete auditing and security controls
- ▶ Mobile support
- ▶ Production-level capture and processing
- ▶ Unlimited Laserfiche servers to support backups, failover clusters and testing environments

Laserfiche Avante® with Records Management Edition™

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laserfiche.com/avante

- ▶ DoD 5015.2-STD Ver. 3 certification
- ▶ VERS Compliant v2
- ▶ Document management
- ▶ Business process management
- ▶ Optional Web Client and Audit Trail tracking

Since 1987, Laserfiche has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 30,000 organizations worldwide—including federal, state and local government agencies and Fortune 1000 companies—use Laserfiche® software to streamline document, records and business process management.

The Laserfiche ECM system is designed to give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite is built on top of Microsoft® technologies to simplify system administration, supports Microsoft SQL and Oracle® platforms and features a seamless integration with Microsoft Office® applications and a two-way integration with SharePoint®.

Your Next Step

Learn More

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