



Using the strength of perspective to empower records managers

The DoD-5015.2-certified Solution to Help You:

- ▶ Unify records management and document management
- ▶ Simplify compliance with information access, retention and accountability regulations
- ▶ Enable consistent records policies regardless of media or location

The Records Management Solution for a Demanding Environment

Security and privacy. Regulatory compliance. Massive proliferation of paper and electronic records. Fast records access for authorized personnel. Disaster recovery and business continuity. These are the demands of the day.

A digital records solution must empower records managers to address these issues effectively. It must enable implementation of consistent policies and procedures. Your solution must reduce compliance costs while mitigating the risks of non-compliance. It must organize scattered repositories of electronic and paper records, improving accessibility while protecting them for the future. Evaluation according to an authoritative standard such as DoD 5015.2 instills that much more confidence in your solution.

Laserfiche® Records Management Edition™ unites document management and DoD-5015.2-certified records management in a standard-setting, comprehensive solution. Laserfiche Records Management Edition enables organization-wide implementation of standardized records filing and disposition. Costs fall, productivity rises, and compliance issues become easier to manage.

Laserfiche Records Management Edition Highlights

Filing and Retention

- ▶ Enforce consistent records policies regardless of location or content.
- ▶ Unify management of imaged, physical, electronic and e-mail records.
- ▶ Secure records tracking from cutoff to final destruction or accession.
- ▶ Safeguard records with comprehensive access controls.

Regulatory Compliance

- ▶ Simplify compliance with information access and corporate governance regulations.
- ▶ Reduce litigation risks associated with the accumulation of expired records.
- ▶ Provide large volumes of records to auditing authorities on demand.
- ▶ Easily verify adherence to official records disposition guidelines.

Physical Records

- ▶ Manage paper records and other physical objects from the same application as digital records.
- ▶ Reduce retrieval time and expenses.
- ▶ Cut storage costs with high-volume paper records capture.

Document Management

- ▶ Enable total life-cycle management from document creation through declaration as a record to final disposition.
- ▶ Reduce manual data entry costs with comprehensive document and data capture tools.
- ▶ Reduce clerical mistakes, document loss and misfiling.
- ▶ Provide instant access with Intelligent Search.
- ▶ Improve efficiency with secure Web and CD publishing.

Empowering Records Managers to Implement Consistency

Your records management program must be many things. Reliable, unfailing. Secure, but accessible to authorized staff. Comprehensive, but sensitive to departmental demands. Designed to help you achieve those goals in the real world, Laserfiche Records Management Edition provides dependable, total life-cycle digital records management.

Laserfiche Records Management Edition allows records managers to enforce secure, consistent records policies covering both physical and digitized records. It enables appropriate accession or destruction and provides automated notifications for vital records reviews. Your records repository also becomes more secure with metadata-level security and advanced audit trail reporting capabilities.

- ▶ Easily track records transferred among multiple locations.
- ▶ Easily implement your file plan with a customized folder structure.
- ▶ Simplify fulfillment of legal obligations with enforced records freezing.
- ▶ Streamline retention and disposition configuration, including support for time, event and time-event dispositions.
- ▶ Manage physical records alongside scanned, e-mail and electronic records, including digital video and audio.
- ▶ Efficiently capture large volumes of physical records into the digital system when appropriate to reduce storage and retrieval costs.
- ▶ Quickly screen records for eligibility for destruction and other actions.
- ▶ Improve security with access controls based on field values and secure records destruction.
- ▶ Assure proper filing with mandatory metadata acquisition and automated extraction of e-mail metadata.

Enabling Users to Follow Procedures and Achieve Peak Productivity

Your solution's success depends as much on its ability to encourage rapid staff acceptance as it does on delivering real-world functionality. Laserfiche Records Management Edition provides the tools necessary for your staff to work at peak efficiency in an eminently usable solution.

- ▶ Easily classify records adhering to the proper file plan.
- ▶ Improve filing accuracy with enforced indexing.
- ▶ Enhance productivity with instant, flexible search and retrieval.
- ▶ Manage multiple document versions and establish linking relationships.
- ▶ An intuitive user interface supports widespread use.

Reduce Regulatory Compliance Costs

From homeland security to privacy to corporate governance, stringent regulations drive up storage costs, impose records retrieval burdens and threaten civil and criminal liability for improper recordkeeping. But a digital records solution must do more than simply promise technological compliance. It must support the policies and procedures at the heart of your compliance program.

Laserfiche Records Management Edition security is as rigorous as today's regulations are strict. Expired records are destroyed according to Department of Defense standards while access controls protect records integrity. This security rests on a flexible technology foundation that supports a wide range of storage hardware options.

- ▶ Simplify compliance while reducing storage and retrieval costs.
- ▶ Support compliance initiatives for Sarbanes-Oxley, HIPAA, USA PATRIOT Act and other regulations.
- ▶ Protect records integrity with comprehensive access and functionality controls.
- ▶ Demonstrate adherence to retention policies with comprehensive audit trails.
- ▶ Freeze records to help avoid spoliation penalties.
- ▶ Hardware independence allows archiving to unalterable media according to SEC, NASD and other regulations.

About Laserfiche

Laserfiche Product Suite

Laserfiche Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Laserfiche Records Management Edition™
Laserfiche Web Access™

Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Laserfiche Import Agent™
Laserfiche Snapshot™

Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™
Laserfiche Plus™
Laserfiche E-mail Plug-In™
Laserfiche COLD™

Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™
Laserfiche Agenda Manager™
Laserfiche Audit Trail™

Integration and Customization

Tools and packaged solutions facilitate image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™
Integration Express™
Integration Express-GIS™

Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail info@laserfiche.com or visit www.laserfiche.com/rme for more product details or to request your free Laserfiche demo CD.

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Laserfiche Solutions

Laserfiche Records Management Edition is the DoD-5015-2-certified records management module of the Laserfiche document management solution suite. Laserfiche provides dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world.

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