Are You In Control of Your Records?

DIGITECH SYSTEMS

" You may be surprised to learn that 85% of the data stored by companies is redundant, obsolete, trivial, or unknown. " - Veritas Technologies Global Databerg Report, 2016

How Can Records Help Your Business?

They help ensure **compliance** with **legal regulations**

They help **keep track** of **business transactions**

They help **manage processes** and **procedures**

What Are the Types of Records?

"A **record** is stored information, regardless of media or characteristics, made or recieved by an organization that is evidence of its operations and has value requiring its retention for a specific period of time."

-ARMA 2019

Vital Records

Needed for organizations to start over from scratch following a natural disaster, cyber-attack, etc. These records are difficult to replace and **must be highly protected** in a System of Record (SoR).

Ex: legal papers, blueprints, payroll documents, due invoices, corporate policy guides

Important Records

Necessary in performing business operations and are usually replaceable, but at a high cost. These records require a high degree of protection and **should be protected** in a SoR.

Ex: personnel records, sales records, financial and tax records, policy memos, reports, and contracts

Useful Records

Helpful in conducting business operations and are usually replaceable at a low cost. These records require minimal protection and **don't need to be protected** in a SoR.

Ex: general emails, letters, memos, job postings

Source: ARMA International; www.ARMA.org

Nonessential Records

Valuable to businesses after their initial use. They have no reason to be recreated and require no protection. These records **should not be protected** in a SoR.

Ex: announcements and bulletins to employees, acknowledgements, daily email messages

Effective Records Management Is Critical For Organizations

A recent AIIM survey found **only 47% of organizations** have a records management plan in place. Not having a solid records management plan or policy **can lead to information chaos and costly fines**.

Don't Let Your Records Manage You!

" Thanks to ImageSilo®, six hours of document preparation **now takes minutes**, and **overtime costs have been eliminated, saving $20,000 every year.** With audit trails, recorded disclosures and documented evidence of system activity, the accounting department can **ensure they are in compliance with the Sarbanes-Oxley Act** (SOX). "

- Major A. Ruth
Accounts Payable Supervisor
United Illuminating

Learn more about simple and effective records management!
www.digitechsystems.com/SoR