Retail: Assess Your Records Management

Are you still relying on paper records, manual business processes and physical document storage? Can you compile information from multiple store, office and warehouse locations into one system that meets standards for records retention and compliance? Fill out this form to compare your approach to using the PaperVision® product suite.

Record handling

How does information such as supplier and customer records come to your store?

- ☐ Paper — Hand-written forms, correspondence, notes _____% (estimate)
    - What % do you end up scanning? _____%
- ☐ Electronic — email, eForms, electronic file transfers _____% (estimate)

How many store, office and warehouse locations does your company operate? _____

If multiple locations, what percentage of documents and reports are delivered/shared by:

Mail/courier: _____ % (estimate)   Electronically: _____ % (estimate)

Storage

Where do you store and retain your business records?

- ☐ Paper Documents/Filing Cabinets. Physical storage space used: _____ sq. ft.
- ☐ Electronic Documents/Emails/Computers/Mobile Devices/Flash Drives/Disks/Websites
- ☐ Digital Copiers / Printers

How many locations retain records for retention? _____

How much information is stored:

Network data: _____ terabytes   (Available by checking your "used space/free space" in network drive)

Paper documents: _____ pages   (Five-drawer filing cabinet holds about 30,000 pages)

How long do you store paper and electronic records?

Purchase invoices: _____ years   Financial records: _____ years   HR/personnel files: _____ years

Billing documents: _____ years   Public correspondence: _____ years

Does your current system allow for automated records retention/destruction?   Yes/No

Access

Are you able to classify and index records for easy access and storage? Automatically? Manually?

Are your digital records loaded into an Enterprise Content Management (ECM) system?

If so, have you set up any automated workflows to meet your store's needs?

- ☐ Inventory
- ☐ HR onboarding
- ☐ Billing/accounts payable
- ☐ Other: _____

Security

Instances of data breach, theft, or loss? Details: _____

Does your records management strategy meet these basic security requirements?

- ☐ Physical Security — Are all of your paper documents, files, flash drives, and back-ups that contain critical personal information locked in a room or file cabinet that is secure?
- ☐ Electronic Security — Are your electronically stored documents protected from attacks and breaches with encryption both during transmission and at rest?
- ☐ Authentication — Do you restrict user access to information through audit trails and other extensive security settings?
- ☐ Disaster Recovery — Is your data secure from theft, loss, natural disaster or cyber attacks?

Regulatory and policy compliance

Which government regulations must your retail business comply with?

- ☐ Payment Card Industry Data Security Standard (PCI DSS)   ☐ Other_____
- ☐ Are your records in compliance in every one of your warehouses/stores?

Need help assessing your records management? Contact us: www.digitechsystems.com