



Are You In Control of Your Records?



An AIIM survey found **only 47%** of organizations have a records management plan in place.



85% of the **data stored** by companies is **redundant, obsolete, trivial or unknown.**

- Veritas Technologies Global Databerg Report

Effective Records Management Is Critical For Organizations!



Securely store, track business information



Manage processes and procedures



Comply with regulations and legal standards

What Are the Types of Records?

Vital



Needed for organizations to start over following a natural disaster or cyber attack. These records are difficult to replace and **must be protected.**

Examples: legal papers, blueprints, payroll documents, billing records, corporate policies

Important



Necessary in performing business operations. Usually replaceable but at a high cost. These records require a high degree of security and **should be protected.**

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

Useful



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

Examples: general emails, letters, memos, job postings

Nonessential



They have **no reason to be recreated** and are **disposable** after being used for their initial purpose.

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

Don't Let Your Records Overwhelm 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, United Illuminating



Learn more about simple and effective records management!

866.374.3569 | www.digitechsystems.com/features/records-retention-compliance