Cadence Group draws on more than 20 years of experience in library science, information architecture, and technology solutions to help clients get valuable information to people who need it the most.

Certified WBENC
Women's Business Enterprise

GSA Contract Holder

Benefits
- Reduce the risk of loss and damage to vital records
- Increase records retrieval efficiency
- Protect confidentiality and security
- Enforce consistent retention policies
- Reduce costs associated with records retrieval, storage, and maintenance
- Reduce risk of litigation costs and non-compliance penalties

Records & Information Management

Information Challenge

In today's information-rich environment, keeping track of paper and electronic records is full of risk. It's risky because the failure to locate and produce records can result in decreased productivity, lost business, heavy fines, lawsuits, and, worse, jail time for some offenders.

The question on everyone's mind regarding records retention is, "What do we keep and how long do we keep it?" It can be just as risky to keep records too long as it is to get rid of them too soon. Penalties can be devastating.

Without a "legally defensible" retention policy, a company runs the risk of failing to preserve required records or failing to produce all relevant records when compelled to do so, which may result in an adverse inference of "spoliation."

A compliant records program helps you avoid penalties and e-discovery costs (which often run into the *millions* of dollars), reduce records storage costs by *30 to 50 percent*, and protect vital records for business continuity in the event of a disaster

Cadence Group Solution

Cadence Group® provides records and information management (RIM) solutions that help organizations achieve economical, efficient, and regulatory compliant processes for managing paper records, electronic documents, and other media.

Unlike traditional RIM software companies or off-site records storage companies who focus on only one discipline, Cadence Group objectively considers the broad implications of information management decisions. As a result, you receive a comprehensive and unbiased opinion about what solution is best for your organization.

Whether you need evaluation of an existing RIM program, new processes for protection and retrieval of records, or the staff to run a records center, Cadence Group provides the necessary RIM services with flexible pricing and delivery options.

All-inclusive Approach

Cadence Group's all-inclusive approach to RIM incorporates physical, electronic, and communication records across your enterprise. You benefit from our proven methodology that includes:

- Assessments of your existing RIM program
- Recommendations concerning policies, procedures, and processes
- Development and implementation of an approved solution

Your RIM solution typically includes:

- Evaluating off-site storage to stop growing a stockpile of unnecessary materials and lower the costs of records storage, retrieval, and delivery
- Developing an imaging decision matrix that eliminates unnecessary imaging, improves staff productivity, and reduces the expense of redundant cost/benefit evaluations
- Applying lifecycle management practices to your records to ensure consistent application and enforcement of retention regulations and requirements
- Providing ongoing industry research and analysis that gives you information on emerging technologies and practices for RIM, as well as cost-reduction opportunities to support future decisions

Risk Mitigation

We know the threat of litigation and the discovery process can severely impact the resources of your organization. Our goal is to help you reduce the risk and exposure of increased discovery and defense costs associated with your recordkeeping system by taking the following actions:

- Prioritize high-risk areas of your company and determine the best way to keep what is required and track what you need for reporting to avoid penalties and fines for non-compliance.

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To learn how you can develop a compliant RIM program, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.

▸ Develop short-term recommendations and strategies for RIM that mitigate risks and improve workflow while also positioning you for long-term enhancements.

▸ Use our disaster recovery experience in the IT arena to help you integrate business continuity and disaster recovery principles into your RIM program.

Benefits

Cadence Group's broad, unbiased approach to RIM helps you ensure compliance and enforce consistent retention policies across your enterprise, while reducing off-site storage costs, protecting vital records, and cost effectively gaining online access to frequently used records.

Our focus is on increasing records retrieval efficiency, improving staff effectiveness, protecting confidentiality and security, reducing the risk of loss and damage to vital records, and eliminating costs and risks associated with storing unnecessary materials.

Doing Business with Cadence Group

Cadence Group has more than 20 years of experience servicing a variety of clients including corporations, law firms, technology companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated recommendations for future considerations.

Whether you need research, records and information management, or the staff to run a virtual/physical library, Cadence Group offers the essential Staffing, Consulting, and Outsourcing services to fill your needs.

▸ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them – for temp, temp-to-hire, and direct-hire placements.

▸ **Consulting** services help you define your information management needs, develop custom solutions, and train users in new processes and systems.

▸ **Outsourcing** services provide a cost-effective way to run an information management business operation outside your core competencies. With outsourcing solutions, we take care of everything – management, staffing, and day-to-day operations – saving you as much as 30% on the cost of running many business functions.

▸ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with PRO-*Net* and the Central Contractor Registration System of the Department of Defense.

For More Information

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