



## Information is our forté Success Stories

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.



**GSA** Contract Holder

### Benefits

- ▶ Reduce risk of loss and damage to vital records
- ▶ Decrease risk of litigation costs and non-compliance penalties
- ▶ Lower the cost of records storage and retrieval
- ▶ Protect confidentiality and security
- ▶ Increase records handling efficiency

## Records and Information Management

### RIM Assessment and Outsourcing Transportation Leader

To improve the overall management of paper and electronic records, Cadence Group® assessed the existing records and information management (RIM) program, and recommended enhancements to policy, procedures, and process.

Recommendations focused on increasing efficiency, improving effectiveness and functionality, protecting confidentiality and security, and reducing the risk of loss and damage.

Cadence Group also operates and manages the company's ongoing Corporate Records Program through an outsource agreement.

In addition, the client receives information from Cadence Group's industry research and analysis on emerging technologies and practices, as well as cost reduction opportunities to support future decisions.

### Document Scanning and Indexing Belgian Pharmaceutical Company

When this leading global pharmaceuticals company needed to scan and index an estimated 30,000 clinical documents into its document management system, it called upon Cadence Group for its expertise in project management, document management, imaging, and indexing.

This project required Cadence Group to perform the following tasks:

- ▶ Develop a document inventory when receiving the documents
- ▶ Prepare the documents prior to scanning
- ▶ Scan the documents onto CDs
- ▶ Assure the quality of scanned images and page accuracy
- ▶ Import and index the documents into the client's Documentum software system

At the end of the project, Cadence Group was responsible for packing and returning all documents to the business group. Quality control checks were conducted throughout the process, both on site and off.

### RIM Assessment

#### Industrial Real Estate Developer Protects Against Litigation

The lack of a formal process for verifying insurance and other documents required of its subcontractors led to litigation against this national industrial real estate developer when an uninsured worker was hurt on the job.

As a result, the firm engaged Cadence Group to perform an assessment of its current RIM environment with recommendations for implementing a corporate-wide, compliant program.

### Electronic RIM

#### Federal Government Agency

Using its metatagging, taxonomy, and content management expertise, Cadence Group organized 70 years of worldwide investigation files; then analyzed, abstracted, indexed, and imaged the historical content, making it accessible over the intranet as easily from a laptop in Zaire as from a desktop in the U.S.

### Archival RIM

#### Freight Transportation Services

The challenge was finding the best way to keep track of a collection of hardbound books, containing company minutes and stock books that date back to the 1800s, and organize them for easy retrieval.

To accomplish this, Cadence Group developed an electronic database that provides a searchable inventory, then cataloged the materials, physically re-organized the collection, and applied labels for easy identification and retrieval.

### Historical Records Preservation and Management

#### The Tuskegee Airmen Oral History Project

To preserve the legacy of the Tuskegee Airmen, America's first military pilots of color, Cadence Group preserved and organized more than 750 oral history interviews for the Tuskegee Airmen National Historic Site at Historic Moton Field in Tuskegee, Alabama.

*(continued on back)*

# Records and Information Management Success Stories

Cadence Group  
1095 Zonolite Road  
Suite 105  
Atlanta, Georgia  
30306  
404-874-0544  
404-874-0541 (Fax)  
www.cadence-group.com

To identify possible RIM compliance and process gaps your company may be facing, contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at [info@cadence-group.com](mailto:info@cadence-group.com).



This project included processing an estimated 2,760 folders and their contents consisting of correspondence, still photos, and printed transcripts as well as historic photographs, videotape copies of interviews, self-published books or pamphlets, and other memorabilia.

Tasks included performing preservation maintenance, arranging, describing, and cataloging organizational records, and entering multiple formats/media into a database with a finding aid for locating archived items.

## **Planning/Designing a Resource Center The Lawyers' Committee for Civil Rights Under Law**

The Lawyers' Committee for Civil Rights Under Law is honoring the service and accomplishments of Norman Redlich, a law professor and civil right activist, by establishing the Norman Redlich Civil Rights Resource Center (Redlich Center).

Cadence Group played a key role in developing the Redlich Center by creating the implementation plan, designing the information architecture for the virtual Redlich Center, developing requirements for the physical library, and defining policies and guidelines for the development and management of the collection.

## **RIM Gaps**

Contact Cadence Group for a no-obligation consultation that could identify possible compliance and process gaps your company may be facing – even if you've already implemented a RIM program.

To set up this consultation, contact Cadence Group at 404-874-0544, ext.113, or by e-mail at [info@cadence-group.com](mailto:info@cadence-group.com).

To learn how we can help your RIM program become more compliant and efficient, visit our website at [www.cadence-group.com](http://www.cadence-group.com).

## **Top 7 Reasons to Choose Cadence Group for Records and Information Management**

1. You gain a non-biased solution based on the broad implications of information management for your entire organization and using our proven methodology.
2. You receive an all-inclusive approach to RIM that incorporates physical, electronic, and communication records across your enterprise.
3. We prioritize your high-risk areas, and you'll learn the best way to keep what's required for compliance with the Sarbanes-Oxley Act and other regulations.
4. You'll be able to stop growing a stockpile of unnecessary materials and learn to use off-site storage effectively, lowering the cost of records storage, retrieval, and delivery.
5. Your solution is built on business continuity and disaster recovery principles.
6. We'll help you develop an imaging decision matrix, which eliminates unnecessary imaging, improves staff productivity, and reduces the cost of redundant cost/benefit evaluations.
7. You'll have access to Cadence Group's ongoing industry research and analysis for information on emerging technologies and best practices for records and information management.