Records Management Standards℠ 2015

WORLD CLASS STANDARDS FOR FULLY ENFORCED PROGRAMS. IN JUST 90 DAYS.

DESCRIPTION

Records Management Standards 2015 provides the enforcement technology, program documentation, domestic and international retention rules, preservation processes and volume correction standards to enable companies to meet all their most pressing information management needs.

The 2015 standards include everything needed to establish, implement and enforce a solid records program that covers all record types and applications used. Our process is updated, industry-specific and includes our service delivery, all our processes and all our best practice standards!

We provide everything needed to make the development and implementation of a world class records program easy and enforceable in the normal course of business. All in less than three months!

Then we provide the support, processes and technology to keep your program current, to enable you to appropriately identify and eliminate unnecessary email, records and ESI so you cut operating costs, privacy risks and e-discovery obligations.

DELIVERABLES

Some of the key elements we have standardized and updated for 2015 include:

- ✓ US RETENTION STANDARDS. We have employed outside counsel to review and update all our retention rules that cover all the baseline record types used within your industry.
- ✓ INTERNATIONAL RETENTION STANDARDS. We leveraged outside counsel, our international clients and industry research to develop world-class standards that are easy to deploy and defend.
- ✓ POLICY STANDARDS. We have updated all program documentation to ensure that records and email policies are concise, understandable and – most importantly – enables users to comply consistently and non-selectively within the normal course of business.
- ✓ PROGRAM ENFORCEMENT STANDARDS. We have updated documentation and delivery technology so every aspect of your records program is clearly understood, communicated and compliance-verified by the intended recipients.
- ✓ DOCUMENT PRESERVATION STANDARDS. We have updated the technology and communications necessary to ensure your company meets the "obligation to communicate" requirement for suspending records disposal in the event of litigation, audits and investigations.
- ✓ EMAIL ELIMINATION STANDARDS. We have updated the processes and standards needed for setting the retention rules, preservation orders and appropriate elimination of vast amounts of unnecessary and seriously dangerous legacy email.
- ✓ OFFSITE ELIMINATION STANDARDS. We have updated the processes enabling our clients to identify and eliminate nearly all the privacy-laden offsite records their company is retaining.

RESULTS

You will be positioned to make meaningful process adjustments to better meet obligations. Volumes and risks will be dramatically reduced. Sensitive information protected. Program compliance and defensibility substantially improved.

ABOUT US

We provide clients all over the world with solutions to their records management problems. Our work leverages decades of experience, unmatched best practice standards and efficient web-based service delivery. Our projects are clearly defined and rapidly completed with clear and objective deliverables and high-impact results.

We are hired by leading companies – of all sizes – to help them meet their obligations and control risks. We are referred by law firms worldwide and provide training and certification work for prestigious associations. Our work crosses seamlessly between our clients' legal, operational and technology business units. We are specialists. Contact us to learn more.