

LASERFICHE[®]

RECORDS MANAGEMENT EDITION[™]

Unified records management, document management & imaging

Simplified compliance with information access, retention and accountability regulations

DoD 5015.2-STD certified



Records Management for the Real WorldSM

The Records Management Solution for a Demanding Environment

Security and privacy. Regulatory compliance. Massive proliferation of paper and electronic records. Fast records access for authorized personnel. Disaster recovery and business continuity. These are the demands of the day.

A digital records solution must empower records managers to address these issues effectively. It must enable implementation of consistent policies and procedures. Your solution must reduce compliance costs while mitigating the risks of non-compliance. It must organize scattered repositories of electronic and paper records, improving accessibility while protecting them for the future. Evaluation according to an authoritative standard such as DoD 5015.2 instills that much more confidence in your solution.

LaserFiche Records Management Edition™ unites document management, imaging and DoD 5015.2-certified records management in a standard-setting, comprehensive solution. LaserFiche Records Management Edition enables organization-wide implementation of standardized records filing and disposition. Costs fall, productivity rises and compliance issues become easier to manage.



LaserFiche Records Management Edition Highlights

Filing & Retention

- Enforce consistent enterprise records policies regardless of location or content
- Unify management of imaged, physical, electronic and e-mail records
- Secure records tracking from cutoff to final destruction or accession
- Safeguard records with comprehensive access controls

Regulatory Compliance

- Simplify compliance with information access and corporate governance regulations
- Reduce litigation risks associated with accumulation of expired records
- Provide large volumes of records to auditing authorities on demand
- Easily verify adherence to official records disposition guidelines

Physical Records

- Manage paper records and other physical objects from the same application as digital records
- Reduce retrieval time and expenses
- Cut storage costs with high-volume paper records capture

Document Management & Imaging

- Enable total lifecycle management from document creation through declaration as a record to final disposition
- Reduce manual data entry costs with comprehensive document and data capture tools
- Reduce clerical mistakes, document loss and misfiling
- Provide instant access with Intelligent Search
- Improve efficiency with secure Web and CD publishing
- Cut storage space costs and ensure future accessibility with long-term digital archival

Empowering Records Managers to Implement Consistency

Your records management program must be many things. Reliable, unflinching. Secure, but accessible to authorized staff. Comprehensive, but sensitive to departmental demands. Designed to help you achieve those goals in the real world, LaserFiche Records Management Edition provides dependable, total lifecycle digital records management.

LaserFiche Records Management Edition frees records managers to enforce secure, consistent records policies covering both physical and digitized records. It enables appropriate accession or destruction and provides automated notifications for vital records reviews. Your records repository also becomes more secure with metadata-level security and advanced audit trail reporting capabilities.

- Easily implement your file plan with a customizable folder structure
- Assure proper filing with mandatory metadata acquisition and automated extraction of e-mail metadata
- Streamline retention and disposition configuration, including support for time, event and time-event dispositions
- Manage physical records alongside scanned, email and electronic records, including digital video and audio
- Easily track records when transferred among multiple locations
- Efficiently capture large volumes of physical records into the digital system when appropriate to reduce storage and retrieval costs
- Simplify fulfillment of legal obligations with enforced records freezing
- Quickly screen records for eligibility for destruction and other criteria
- Improve security with access controls based on field values and secure records destruction

Enabling Users to Follow Procedures and Achieve Peak Productivity

Your solution's success depends as much on its ability to encourage rapid staff acceptance as it does on delivering real-world functionality. LaserFiche Records Management Edition provides the tools necessary for your staff to work at peak efficiency in an eminently usable solution.

- Easily classify records adhering to the proper file plan
- Improve filing accuracy with enforced indexing
- Enhance productivity with instant, flexible search & retrieval
- Manage multiple document versions and establish linking relationships
- Intuitive user interface supports widespread use

Reduce Regulatory Compliance Costs

From homeland security to privacy to corporate governance, stringent regulations drive up storage costs, impose records retrieval burdens and threaten civil and criminal liability for improper recordkeeping. But a digital records solution must do more than simply promise technological compliance. It must support the policies and procedures at the heart of your compliance program.

LaserFiche Records Management Edition security is as rigorous as today's regulations are strict. Expired records are destroyed according to Department of Defense standards while access controls protect records integrity. This security rests on a flexible technology foundation that supports a wide range of storage hardware options.

- Simplify compliance while reducing storage and retrieval costs
- Support compliance initiatives for Sarbanes-Oxley, HIPAA, USA PATRIOT Act and other regulations
- Protect records integrity with comprehensive access and functionality controls
- Demonstrate adherence to retention policies with comprehensive audit trails
- Freeze records to help avoid spoliation penalties
- Hardware independence allows archiving to unalterable media according to SEC, NASD and other regulations

Capture

LaserFiche Quick Fields™
Forms Processing
Zone OCR
Bar Code Recognition
Bates Numbering
Real-Time Lookup
Universal Capture

LaserFiche Import Agent™
LaserFiche Snapshot™

Records Management Document Management

LaserFiche Records
Management Edition™
LaserFiche United™
LaserFiche Team™
LaserFiche Web Access™

Workflow

LaserFiche Workflow Suite™
Work Distribution
Automatic Notification
Audit Trail

LaserFiche Agenda
Manager™

Distribution

LaserFiche WebLink™
LaserFiche Plus™ CD
Publishing
LaserFiche
COLD, COLD Plus &
COLDLink™
LaserFiche E-mail Plug-In™



- Archival Management
- System Administration Tools
- Integration & Image Enable Tools
- Intelligent Search Engine
- Adaptable Indexing
- Comprehensive Security

Uniting Records Management, Document Management & Imaging in a Next-Generation Solution

A digital records solution reduces costs, improves accountability and enhances security. Tight integration with document imaging and management tools, however, can extend those benefits into other business processes organization-wide. LaserFiche Records Management Edition can leverage the full force of LaserFiche capture, distribution and workflow solutions to provide complete document lifecycle management alongside mission-critical records functionality.

LaserFiche Quick Fields™ is the optimum capture platform for LaserFiche document management solutions. Quick Fields automates document sorting and indexing for reduced data entry costs and improved indexing accuracy. Quick Fields modules deliver advanced forms processing, interfacing with external databases and the ability to extract and repurpose documents in existing LaserFiche repositories.

LaserFiche Web Access™ is a browser-based document management thin client that provides rapid deployment and secure, interactive document access enterprise-wide.

The LaserFiche Workflow Suite™ delivers efficiency-enhancing document routing, e-mail notification and audit trail reporting.

LaserFiche Plus™ supports regulatory compliance programs by providing digital archival to unalterable media such as CDs or DVDs.

Your Next Step

LaserFiche is proven in over 20,000 public and private sector organizations worldwide. Call 800.985.8533 to learn what LaserFiche can do for your organization. Also email info@laserfiche.com or visit www.laserfiche.com/rme to request your free LaserFiche demo CD.