

Laserfiche® Records Management Edition™



Increase Transparency. Ensure Integrity.

Enforce Records Policies Enterprise-Wide—Effortlessly.

Controlling your organization's proliferating paper and electronic records can be demanding. How do you adhere to records retention policies organization-wide—without raising costs or disrupting everyday work processes?

With Laserfiche Records Management Edition, you can easily implement an enterprise-wide records management plan, transforming your records program from a cost center into a business asset.

In today's multi-regulatory environment, organizations in all industries are looking for a solution to manage information, mitigate risk and ensure compliance with regulatory demands. Often, this means implementing a variety of specialized applications and developing new business processes. But there's a simpler, more cost-effective way to achieve your records management goals—all from a single platform.

Laserfiche Records Management Edition (RME) unites document management and DoD 5015.2-certified records management to increase your information's availability while preserving its integrity. Transparent records management tools make it easy to extend your records policies enterprise-wide, without disrupting the way your organization runs.



Laserfiche Records Management Edition Highlights

- Enforce enterprise-wide records policies, regardless of your records' format, location or content, and without additional staff training.
- Create records from documents already under management.
- Search for records according to status or location.
- Automate life cycle management from document creation to final disposition.
- Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- Log all system activity, providing an audit trail that can be used to prove adherence to your records management plan and compliance with regulations.
- Ensure the future accessibility of your archived records with storage in non-proprietary TIFF file format.
- Safeguard records with comprehensive access controls.
- Promote compliance with Sarbanes-Oxley, HIPAA, USA PATRIOT Act, SEC, FINRA and other regulations.
- Simplify business continuity planning by centralizing your organization's information.
- Reduce litigation risks associated with expired and outdated records.
- Respond to e-discovery orders quickly and confidently.
- Instantly provide large numbers of records to auditors, without trips to the records room or off-site storage facilities.

Support Enterprise-Wide Records Management

Integrating records management into your business processes is often a complicated undertaking. You may rely on multiple applications to manage particular types of records, or you may worry about creating more work for both yourself and your staff.

By integrating records management functionality with the Laserfiche digital document management platform, RME makes it simple to manage all your enterprise documents and records—including scanned paper, electronic documents, e-mail, digital audio and video files, photographs and physical records—from a single application.

The Laserfiche product suite provides many ways to extend your records management program across your organization. Staff can use the Microsoft® Windows®-based Laserfiche Client or the Web-based Laserfiche Web Access thin client to upload or scan documents into records series, without requiring training in records management.

RME interfaces seamlessly with the entire Laserfiche product suite, so your records management program also supports business process management, production-level document capture and optical media archiving—while integrating with the primary applications your staff use every day.

Reduce the Cost of Regulatory Compliance

Corporate governance. Business continuity and e-discovery. Privacy. Homeland security. No matter their focus, compliance requirements drive up the cost of records management.

RME supports your enterprise compliance policies and procedures while reducing the complexity and costs of regulatory compliance. Access controls, security tags and redactions secure your information, from entire folders to individual words. Comprehensive audit trails track every action that takes place in your repository, so you easily demonstrate adherence to your records plan and regulatory requirements. And with the Laserfiche Plus module, you can easily archive records to optical media, satisfying SEC, FINRA and other regulations.

With proper records management, you reduce the litigation risks and regulatory penalties of records spoliation. Enforce retention policies more easily, ensure that expired records are destroyed according to DoD standards and minimize the liability of obsolete information. RME provides the comprehensive records management tools you need to transform your compliance program from a cost center to a competitive advantage.

Enforce Consistent Records Policies

For your records management program to be successful, it must be thoughtfully planned and thoroughly scrutinized. But the most sophisticated records management system in the world won't benefit your organization if staff can't use it easily.

That's why RME's design encourages user participation and enables all staff to adhere to records policies, regardless of their training in records series. An intuitive, Windows-based interface promotes rapid user adoption. Mandatory metadata acquisition—including e-mail metadata—ensures that staff follow records retention procedures. And all the while, transparent records management tools let you maintain precise control behind the scenes.

With all your organization's documents and records stored in a central, secure repository, you get the control you want, the security you need and the ease-of-use you're looking for.

About Laserfiche

Laserfiche Product Suite

Laserfiche Document Management Platform

Organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Laserfiche Records Management Edition™
Laserfiche Web Access™

Document and Information Capture

Bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Laserfiche Import Agent™
Laserfiche Snapshot™

Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™
Laserfiche Plus™
Laserfiche E-mail Plug-In™

Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™
Laserfiche Agenda Manager™
Laserfiche Agenda Processor™
Laserfiche Audit Trail™

Integration and Customization

Integrate Laserfiche with third-party applications, customize system functionality and automate Laserfiche-related tasks.

Laserfiche Integrator's Toolkit™
Laserfiche Marketplace™
Laserfiche Code Library™

Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

Your Next Step

Call (800) 985-8533 to arrange a demonstration or visit www.laserfiche.com/rme for more product details.

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Laserfiche Solutions

Laserfiche creates simple and elegant document management solutions that help organizations run smarter. Since 1987, more than 25,000 organizations—including government offices, Fortune 1000 companies, healthcare organizations and financial services firms—have used Laserfiche software to streamline processes for managing documents, records and workflow. By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need and complete daily tasks more efficiently. Secure Web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government- and industry-mandated standards.

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Item no. 7616.