

Benefits of Effective Records Management

Cost Reduction

- RM support staff costs
- Legal discovery costs
- Onsite Records room & facilities costs
- Offsite paper storage
- Office space

Ease of Retrieval

- Expedite legal discovery process
- Locate paper and electronic documents with Web searches quickly
- Distribute paper and electronic documents efficiently
- Store/archive paper and electronic documents so they can be found easily



This issue

The Records Management Challenge **P.1**

Our Suite of Services **P.2**

Why Western Integrated Systems **P.3**

The Records Management Challenge

Information is a vital strategic, operational and financial asset of any organization. Essential information is contained in business documents and records, yet many companies today lack policies and procedures to effectively control, manage, preserve, retrieve, and, dispose of, business records. Consequently, they waste valuable time searching for information, risk severe penalties for non-compliance with regulatory requirements, keep some records too long or not long enough, and often fail to protect mission-critical information from loss or destruction. As regulatory and legislative requirements become more stringent, document-related risks escalate.

The business risks associated with poorly managed information resources are substantial and increasing. Lack of a corporate records management strategy can lead to poor governance, missed court deadlines, audit violations, lost files, penalties and imprisonment. As a result, there is increasing shareholder and SEC scrutiny regarding the need for corporate leaders to assure that business information in the form of records can be trusted, protected and produced when required. Executive level attention to records management strategies, policies, procedures and information systems is now the expected practice in well-run organizations.

Protecting Market Valuation with Corporate Governance Practices

Corporate governance, the system by which corporations are directed and controlled, is essential to protecting market valuation. Companies which emphasize corporate governance and transparency have generated superior returns and economic performance and lower cost of capital. For publicly traded companies the largest cost of poor compliance is not regulatory penalties, it is the loss of shareholder and customer confidence, usually resulting in reduced market value. Consequently, executives looking for ways to demonstrate solid corporate governance practices take a closer look at their records management strategy.

Our accredited records management consultants work with your records staff to mitigate risk and reduce the cost associated with managing business records throughout their retention schedule. We understand that organizations need quick, yet controlled, access to their business records in order to maintain agility. We find the optimal balance of cost, access and risk for each organization.

Ready to talk? [Contact us](#) today!



Benefits of Effective Records Management

Mitigate Financial Risk

- Improve discovery
- Link employees to the records they access
- Reduce number of missing/inaccessible files
- Avoid regulatory audits and increased scrutiny
- Reduce number of lost claims and lawsuits
- Reduce court-imposed sanctions and penalties
- Avoid loss of organizational reputation and market valuation

Our Suite of Records Management Services

An Overview of Our RM Consulting Services

- ✓ *Records Needs Assessment (RNA)*
- ✓ *Policies & Procedures*
- ✓ *Records Retention Schedule*
- ✓ *Fire Plan Design*
- ✓ *Record Classification Design (Taxonomy)*
- ✓ *Disaster Recovery Plans*
- ✓ *Vital Records Program*
- ✓ *Audit Program*
- ✓ *Employee Training Programs*
- ✓ *Image Management Requirements*
- ✓ *Document Destruction Projects*
- ✓ *Special Projects (unknown content)*

Managing the Records Lifecycle

For over forty years, companies have entrusted their mission-critical documents and records in the solutions configured by Western Integrated Systems. Our accredited professionals, supported by advanced technology, apply best practices to paper and electronic records management. We develop an integrated solution tailored to your business requirements that spans the complete records lifecycle, from creation through disposition.

Records Management Suite of Services

As a records partner, WIS works with clients to develop an information strategy and offers a complete selection of services for program development, execution, ongoing maintenance, and audit to support process improvement. Concurrently, we seamlessly integrate these solutions with each client's existing document initiatives and technology.

Electronic Records

- ✓ *Seamless integration with other ECM's*
- ✓ *Vendor selection & management (system configuration and support, employee training)*
- ✓ *Focused Retrieval*
- ✓ *Authentication Tracking*
- ✓ *Scanning, indexing and data capture*
- ✓ *Archiving*

Physical Records

- ✓ *Authentication tracking*
- ✓ *Archiving*
- ✓ *Electronic tracking system implementation and operation*

Imaging/Data Capture Services

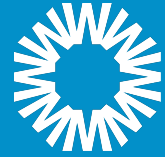
- ✓ *Front-end capture to initiate transactional workflow*
- ✓ *Back-end conversion*
- ✓ *Departmental solutions*
- ✓ *Enterprise initiatives*

Performance Management

- ✓ *Performance tracking software*
- ✓ *Project management*
- ✓ *Project Plans*
- ✓ *Lean Projects*



Why Western Integrated Systems?



1. Experienced team of accredited records management consultants

2. Strong client base reflecting a history of delivering reliable records management services

3. High-volume imaging experience that features a team of imaging professionals and cutting-edge OCR technology

4. Timeline PI Process tool promotes accountability and continuous process improvement

Contact Us:

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Information Architecture

Records Management is the cornerstone of a viable information architecture that includes both physical and electronic media. For an information strategy to be viable, it must effectively manage records and documents independent of media. WIS ensures that the appropriate governance policies and procedures are defined and delivers benchmark services for managing records and information on physical media that seamlessly integrate with electronic records and critical document systems.

Track Record of Success

Businesses have trusted Western Integrated Systems with mission-critical documents for over forty years. Now, as the legislative and regulatory environment intensifies, businesses continue to turn to us, not only to reduce their risk by remaining compliant, but also to increase their responsiveness to clients and customers by supporting governance with exceptional media-independent records management. These businesses rely on our experience applying best practices to the identification, capture, authentication, retrieval, and distribution of electronic and physical records.

Confidence & Control

We regard records management as central to corporate governance, vital to any organization. Yet, we realize that, for most executives, it can become a distraction from their core business. By using our expertise in document lifecycle management to provide a complete solution, we give these organizations confidence and control over their essential business records while allowing them to focus on their core competencies, resulting in sales growth and expansion.