

### Overview

Today's heightened regulatory environment, extensive use of electronic communication, and ever-present risk of business litigation mandate a comprehensive records management program.

An effective records management program will provide complete guidance on what information should be kept, by whom, and in what medium. It will also ascertain exactly where your records are, how your retention policy applies to electronically stored information (ESI), and how to properly dispose of corporate information as part of your normal business practice.

A comprehensive records management program, supported by an organization-wide records retention schedule, will ensure that you meet legal and compliance requirements, and that your records and information are corporate assets rather than liabilities.

### Regulatory & Compliance Drivers

In today's demanding regulatory environment, the need to ensure compliance, improve operational efficiencies, minimize risk, and comply with the new Federal Rules of Civil Procedures are driving organizations to review and update their current records and information management programs.

### Why Records Management

An organization's records and information are critical assets that support decision making, improve customer service, ensure appropriate regulatory reporting, and enhance strategic planning.

To ensure that an organization's records and information are efficiently managed, focused processes, policies, and technologies must be in place. The implementation of a records and information management program and related policies ensures that the organization's information assets have integrity; are accessible and retrievable throughout their lifecycle; can meet e-discovery requirements; and are secure and compliant.

### Our Approach

Naviant works with clients to understand the operating culture, review existing policies, procedures and services, review physical storage methods, and look at existing records management practices to manage both active and inactive records on all media.

We also review the classification scheme and retention schedules, as these are key to managing the records from their creation to either transfer to the archives or disposal when they are no longer required to meet business, legal and other regulatory requirements.

### Our Experience

With more than 20 years of records management experience, Naviant understands the legislative and regulatory issues that affect corporate governance, risk management, and compliance programs. Naviant can ensure that your organization's records remain compliant and are managed in accordance with the ever-increasing legislative and regulatory requirements.

### Services Overview

Naviant provides the following Records & Information Management Services:

- Records Management Strategy Development
- Classification Schemes & Retention Schedule Development
- Electronic Records & Email Management
- Records & Document Management Software Selection & Implementation
- Enterprise Content Management Strategy Development
- Vital Records Protection & Business Continuity Programs
- Offsite Records & Vault Storage
- Scanning & Conversion Services
- Digital Archive Strategy & Design

