



Records Management

Laserfiche Records Management Edition is DoD 5015.2-certified software that transforms paper records into digital, accessible organizational assets.

Laserfiche Records Management at a Glance

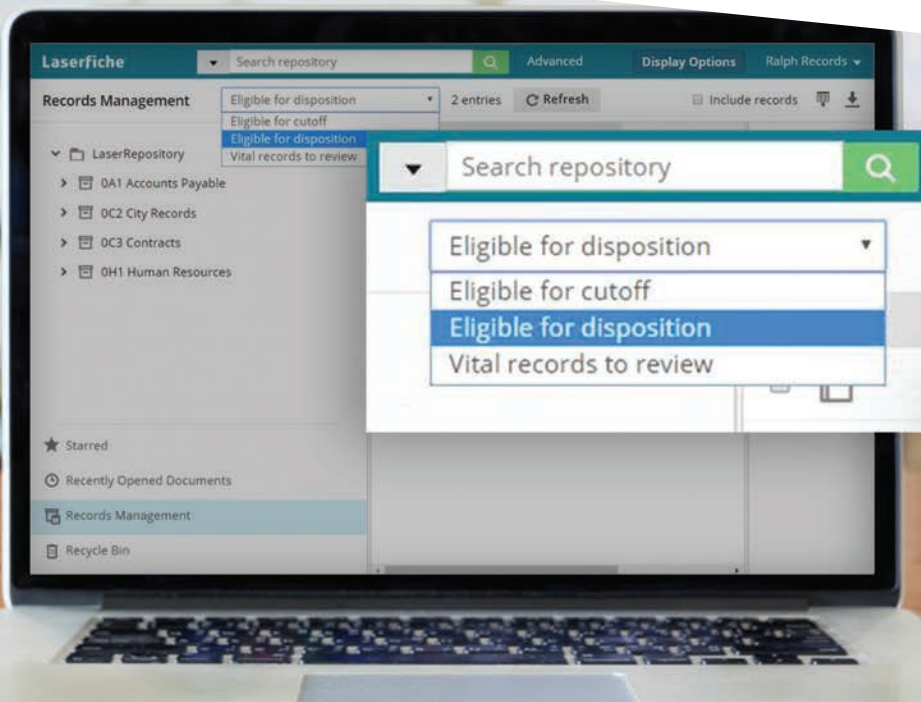
- Auto-file newly created records according to industry regulations and corporate policies
- Automatically notify records managers when a record needs to be archived or destroyed based on the record type
- Generate reports to identify and locate records that are ready for disposition
- Enforce records management policies across all devices including mobile phones, tablets, laptops and desktops by storing only one copy of a record in a centralized repository
- Automatically classify and apply disposition schedules and other retention policies to incoming records
- Centralize records storage and group records based on their retention and disposition schedules

Automate Routine Records Management Tasks

- Auto-file newly created records according to industry regulations and corporate policies
- Automatically notify records managers when a record needs to be archived or destroyed based on the record type
- Generate reports to identify and locate records that are ready for disposition

Enforce Compliance From the Moment Records Are Created

- Facilitate compliance with DoD 5015.2-certified records management and VERS-certified electronic records
- Enforce records management policies across all devices, including mobile phones, tablets, laptops and desktops
- Monitor for incomplete or inaccurate recordkeeping to minimize associated liabilities and fines
- Promote compliance with Sarbanes-Oxley, HIPAA, USA PATRIOT Act, SEC, FINRA and other regulations



Find all records eligible for cutoff or disposition with a simple search.

Reduce the Cost of Compliance With Records Management

- Provide business units with multiple ways to view records without impacting the overall file plan
- Allow users who are not records managers to access documents without exposing the records management design
- Give records managers control over how information is categorized and filed
- Allow records managers to search for records based on retention schedules or cut-off dates
- View the record timeline, modify properties of records, record folders, and record series, and perform record actions such as cutoff or final disposition, all from a single location

Name	Description	Retain	Transfer Schedule
C + 1 Years	Current + 1	1 year, 0 months	Current file area, 12, A
C + 10 Years	Current + 10	1 year, 0 months	Town Hall Archives , 108, A
C + 2 Years	Current + 2	2 years, 0 months	Town Hall Archives , 12, A
C + 25 Years	Current + 25	0 years, 0 months	Current file area, 300, A
C + 3 Years	Current + 3	1 year, 0 months	Town Hall Archives , 24, A
C + 4 Years	Current + 4	2 years, 0 months	Town Hall Archives , 36, A
C + 5 Years	Current + 5	2 years, 0 months	Town Hall Archives , 48, A
C + 6 Years	Current + 6	1 year, 0 months	Town Hall Archives , 48, A
C09	kKEEP FOR EVER	0 years, 0 months	
E + 1 Year	Event + 1	1 year, 0 months	
E + 10 Years	Event + 10 Years	1 year, 0 months	Town Hall Archives , 108, A
E + 2 Years	Event + 2 Years	2 years, 0 months	
E + 30 Years	Event + 30	30 years, 0 months	
E + 6 Years	Event + 6	0 years, 0 months	Town Hall Archives , 48, A
E+ 5 Years	Event + 5	1 year, 0 months	Current file area, 60, A
PERMANENT		25 years, 0 months	Town Hall Archives , 0, M
UNTIL OBSOLETE OR ...	UNTIL OBSOLETE OR SU...	0 years, 0 months	

Automatically classify and apply disposition schedules and other retention policies using metadata and other information on incoming records.

Black, Michael ☆

Metadata
Preview
Fields
Records

Life Cycle Edit properties

Details

Location	Current file area
Status	Cutoff
Path	Repository 1\0P4 Human Resources Records\01-01 Employment Applications\Black, Michael
Permanent	No

Cutoff Instruction

Name	Employee Records
Type	Interval-Event
Interval	12 months

Retention Schedule

Name	Employee Records
Type	Destroy
Retain for	10 year(s), 0 month(s)

The records management pane allows users to locate all relevant information about records and perform actions in one place.

Laserfiche®

Run Smarter®

About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 36,000 organizations worldwide.

Your Next Step

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Item #7616