

# Select the areas that you would like information on



## Records Management

- Identify the legal and other requirements that apply to your organization
- Assess how records are moved, stored and traceable.
- Review existing records retention schedules
- Review existing policies and procedures for records management
- Review filing plans
- Review organization's major records management needs
- Document risks, prioritize and develop mitigation strategies

## Capture of Records

- Assess how documents are kept secured and how access is allowed
- Assess existing software and hardware used by organization
- Review capture of paper and electronic documents
- Assess current processes, including indexing and retrieval
- Review training plans
- Answer questions from users on the best way to index for retrieval
- Answer questions from users on the best way to capture documents
- Answer questions from users in regards to technology and solution offerings
- Document bottlenecks

## Forms Usage

- Access current use of forms – paper and electronic
- What is the value of data extracted from forms and how is it used in your organization
- Answer questions from users on how to create fillable forms
- Review current use of external forms

## Technology/Paperless Office

- Discuss options for automating paper process in your organization
- Assess the internal business environment of the organization, including the identification of business systems used to store records, their records management functionality and relationships between systems
- Discuss resource requirements, both physical and financial
- Assess document handling of incoming mail
- Assess document handling of electronic documents
- Answer questions from users on usage and training
- Document risks

## Risk Assessment and Compliance

- Review policies and procedures to ensure user access permissions are in place
- Assess organization risks from records management and technology standpoint
- Assess organization's compliance requirements and review policies and procedures