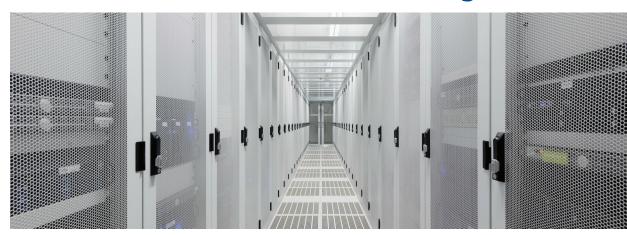
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Records and information management



In today's complex business environment, a comprehensive corporate records management program with processes that are consistent, repeatable and auditable is a crucial component to the overall success of any business. The Records and Information Management group of Viderity understands this and offers a multidisciplinary approach to the governance and management of organizational records. We provide benefit to our clients by leveraging the broad, multidisciplinary skills and the extensive experience of our practice to create solutions configured to help meet specific goals of our clients.

Helping clients meet the challenges of maintaining a compliant and defensible records management program

We have familiarity with numerous types of records management solutions regardless of the medium. In addition to our extensive experience in establishing enterprise-wide records management programs, our Records and Information Management group has vast experience in electronic data storage systems, legal holds, discovery management and disaster recovery planning. Our background, as well as our familiarity with ISO 15489, IRS, SEC and other requirements, delivers a powerful blend of skills.

The strength of Viderity's records and information Management team is its people. The practice consists of professionals with extensive practical and consultative experience in the field of records management. Additionally, some of our professionals hold the Certified Records Manager (CRM) designation and are prominent national speakers on the topic of records management and records retention. Our ability to augment the practice with specific industry or functional knowledge provides our clients with true value-added service.

Services include

- Records management needs assessment and GAP analysis
- Records management policy and procedures development
- Legal hold policy development and implementation
- Development of retention and destruction policies and procedures
- Implementation of imaging and document manage ment systems
- Analysis and best practice advice regarding e-mail management
- Creation of training and communication plans and procedures
- Evaluation of enterprise content and hierarchical storage management systems

Viderity Discovery can assist clients with:	Assessment	Policy and procedure development	Implementation
		Objectives	
Policy, practices and staffing	Assess existing Records Information Management (RIM) policies, practices and staffing	Define, document and gain approval for recommended leading practices	Implement effective RIM Program: • Assign program responsibilities and roles • Apply policies and practices • Roll out IT plan on electronic records • Begin program outreach and training activities
Records review	Assess existing documentation types, retention standards, processes and security	Develop global information retention, security, destruction and hold policies	
Information management	Assess IT infrastructure and software; inventory IT data/records repositories	Identify IT procedures for adherence to RIM policies	
Communication, training and enforcement	Identify key audience and messages; assess existing communications and training plans	Create program communications plan, job aids and trainig resources	Evaluate and monitor program compliance
	Outcomes		
	 Analysis of effectiveness of current RIM Program Gap analysis and risk assessment from industry leading practices Strategy to implement effective program Implementation roadmap with prioritized list of actions 	 Retention policy and procedures E-mail and e-record management plan Legal hold policy and procedures RIM Manual containing all related RIM policies and procedures 	Sustainable, compliant and effective RIM program

About Viderity

Viderity is a management consulting, technology services and outsourcing company, serving clients in both the government and commercial sectors. Combining experience and comprehensive capabilities across multiple industries and business functions, and extensive research on the world's most successful organizations, Viderity collaborates with clients to help them become high-performance businesses and governments. Viderity's home page is www.viderity.com

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