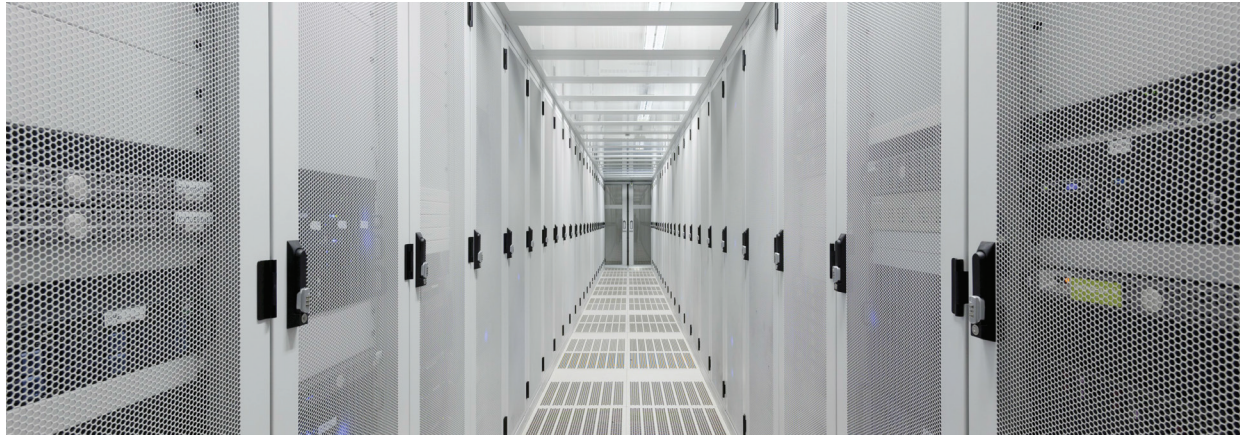


Records and information management



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.

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.

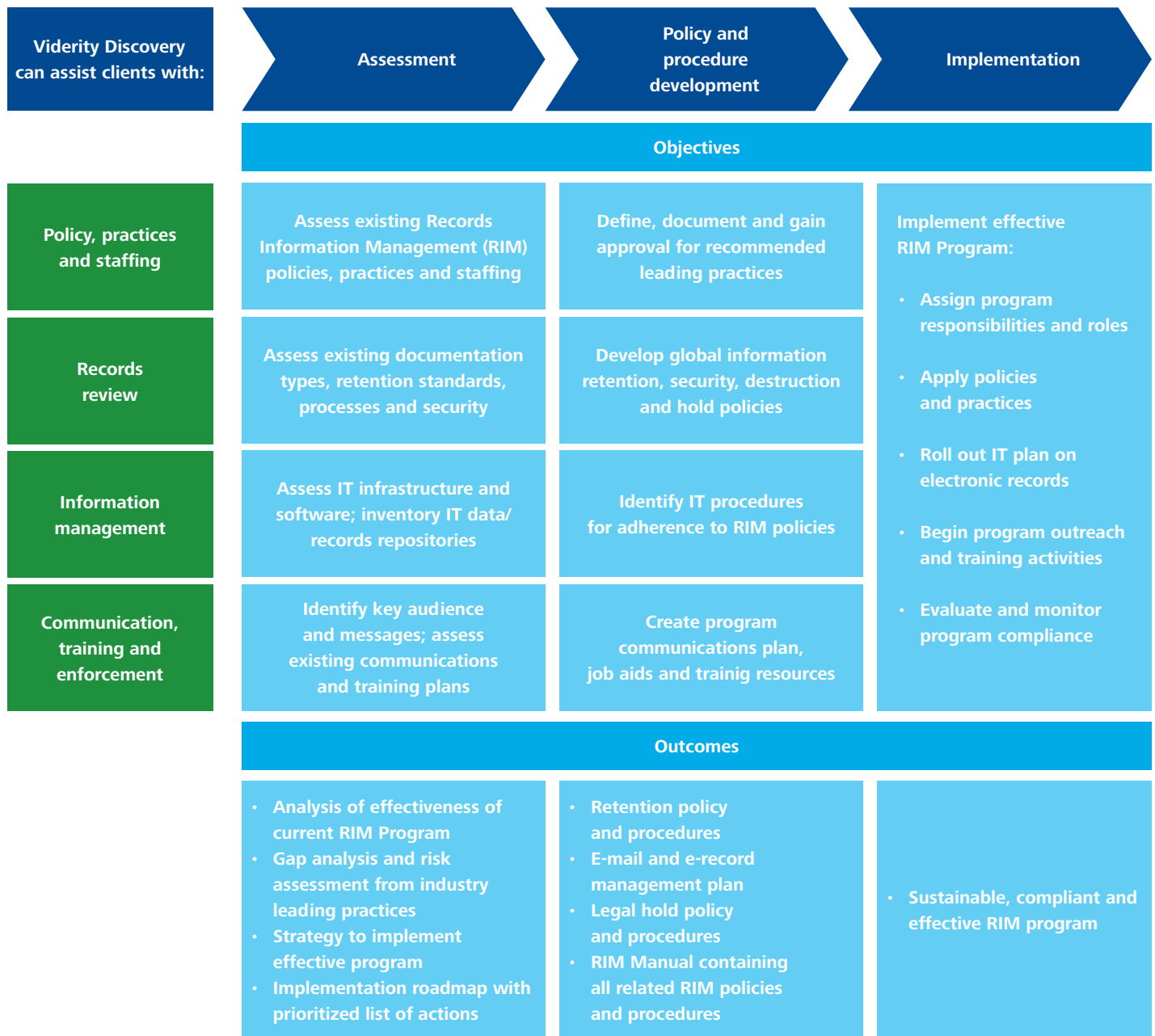
Services include

- 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 management 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

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.

Viderity's strategic records information management methodology



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

Contact



Rachel Everett PMP, MBA | CEO

Viderity Inc.

e.reverett@viderity.com

m. 202 735 6436 | t. 800 690 9170 ext. 5