DACS Records Management Solutions

Records management reduces risk. That's the bottom line. A disciplined, enterprise-wide records management program ensures you can comply with external regulations and internal policies. It's also the one strategic move you can make to minimize the risk of unmanaged information. At the end of the day, an investment in records management is really an investment in the long-term viability of your organization.

Records Management: *Yes, it's that important*

Reducing legal risk helps ensure the sustainability of your organization. However, if your organization hasn't implemented records management, you may be tolerating much more risk than you're aware of—or comfortable with.

In fact, the very absence of a records management program has in itself resulted in substantial fines and penalties for organizations, even when no malicious intention has been shown.

DLA Document Services can change that. A DACS Records Management solution improves employee productivity and minimizes costs associated with storing information inefficiently, thus reducing overall operational costs.

But without question its primary value is protecting your organization through risk aversion and litigation preparedness.

Indeed, by enabling you to demonstrate "the routine, goodfaith operation of an electronic information system" (US Federal Rules of Civil Procedure), DACS Records Management can have an immediate impact in reducing your risk. And because it may not always be possible to avoid litigation, even for organizations that make every reasonable effort to abide by regulatory and legal requirements, DACS Records Management can help you mitigate the costs associated with legal inquiry and eDiscovery.

Reducing risk, driving efficiency

A records management program built on DACS puts your organization in the position to achieve these benefits:

Eliminating spoliation and the smoking gun:
Not all content needs to be kept. But deleting information arbitrarily subjects you to the risk of deleting content you should legally have kept (spoliation) or keeping content you should have deleted (the smoking gun). DACS Records Management gives you a systematic and enforceable way to sort significant content from clutter that merely takes up space.

Minimizing eDiscovery costs:
It's during a discovery process that some companies really find out how much information costs. The more content you store, the longer it will take for high-priced attorneys to sift through it all. DACS Records Management can help by reducing redundant or obsolete information, which for some organizations represents up to 90 percent of their stored content.

Reducing the hidden cost of storing content:
Hardware devices, backup and restore procedures, system performance, energy requirements, administration overhead—the cost of storing content is significant. But even greater may be the impact on employees who spend time searching for or re-creating existing content. DACS Records Management lays the foundation for ECM so you can eliminate these costs.

DACS Records Management Solutions for the Enterprise

DACS encourages the adoption of records management by extending the applications users are already familiar with. The degree of integration between DACS Records Management and two key enterprise applications in particular—Microsoft SharePoint and SAP—is unique, unmatched by other ECM vendors. That relationship allows users to leverage embedded functionality to indicate and manage records natively. As a result, records management becomes seamless and simple for organizational users.

In addition to deep integrations with other technology leaders, DACS Records Management allows you great flexibility in implementing a program that is suited to your organizational processes. Some organizations want heavy involvement by their end users. Others prefer auto-classification to minimize the reliance on users to ensure conformity with records management policies. DACS supports whatever process makes the most sense for your organization.

DACS: Leadership, Expertise and Vision

Regardless of your organization's strategy for records management—whether, for example, you take a centralized approach or one that relies on greater user participation— there's no question that your records management program relies to a large degree on the having the right technology as a foundation. DACS Records Management enables your program to achieve the goals of being defensible, end-to-end, all-inclusive, integrated and cost-effective.

Moreover, the DACS Records Management solution is unique among offerings on the market based on these characteristics:

Comprehensive approach to managing content:
An integral part of the DACS archiving, metadata management, search and storage management capabilities, DACS offers the industry's most comprehensive set of solutions for extending records management to physical media and electronic content, including email, instant messaging, file systems, content repositories and thirdparty applications like SAP and SharePoint.

Certified solutions (including SAP and Microsoft):
DACS Records Management meets the U.S. Department of Defense (DoD) 5015.2 certification requirements and helps companies meet ISO 15489, VERS and MoReq2 requirements. We're committed to meeting our customers' requirements for compliance with government, industry and legal regulations.

Vendor-agnostic philosophy:
DACS takes a unique, repository-agnostic approach to records management, enabling users to apply records management principles to content regardless of where or how it's stored. The benefit to you is that we fit into your existing ecosystem and leverage your existing investment.

Ability to manage all media:
Many software vendors seem to have forgotten that records management started out as a way of managing physical documents. Not DACS. At the same time that we're helping organizations manage physical and electronic records, we're also looking forward and addressing the new requirements of social media—and beyond.