

RecordsMine®

Records Information Management System

◆ Flexible and adaptable *Records Management* Solution

- ✓ **Records Retention Schedules and Policies**
 - Comply with Records Retention and Disposition regulations
- ✓ **Document Imaging and Scanning**
 - Supports TWAIN compatible desktop and flatbed scanners
 - Image enhancement, annotation, and redaction
 - OCR and Full-Text Search capability
- ✓ **Records Inventory**
 - Paper, Microfilm, DVDs, CDs, Audio tapes, Electronic Records
 - System generated notification of expired records
 - Storage Center and Shelf Pool Management
 - Check-in, Check-out, Hold functions for Records Circulation
- ✓ **Records Disposition Management**
 - Automated disposition request based on retention policy
 - Electronic submission of disposition request to NJDARM
- ✓ **Electronic Content Management**
 - ✓ Microsoft Office files, Photographs, Digital Maps, Audio/Video files
 - ✓ Collaboration functions and version control
- ✓ **Reports and Labels**
 - Inventory Analysis, Box Labels, Records Center Report
 - Disposition Request Statistics, Image Scan Log, and more

◆ Secured, User-Friendly, and Standards-based system

- ✓ Web enabled secured access from anywhere/anytime
- ✓ Role based access control
- ✓ Multi-Organization capability
 - Individual School Board or County-wide
- ✓ Online Help and FAQ's
- ✓ Adopted standards published by NJ RMS and ARMA
- ✓ Integration with Microsoft SharePoint and other ECM Systems
- ✓ In use by multiple NJ State Agencies, Counties and Municipalities

◆ Select more than one method of deployment

- ✓ Organization level – State, County or Municipality
- ✓ Shared Services – centralized installation for multiple entities
- ✓ Cloud Computing Ready!

◆ Productivity Gains and Cost Efficiencies for all

- ✓ Enhanced ability to handle OPRA and E-Discovery requests
- ✓ Reduced paper handling
- ✓ Increased staff productivity
- ✓ Improved records integrity and access
- ✓ Efficient Record Center space management

◆ Compliant with State of N.J. D.O.R.E.S. / RMS Policies

- ✓ Electronic Interface with NJDARM-Artemis System



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