

# RecordsMine<sup>®</sup>

## Records Information Management System

### ◆ Flexible and adaptable solution to address:

#### ✓ Records Retention Schedules and Policies

- Records Retention Schedule for Individual Agencies
- Manage Retention Policy for individual Records Series
- Identify Confidential, Vital, and Permanent Records

#### ✓ Records Inventory

- Paper, microfilm, DVDs, CDs, audio tapes, electronic records
- System generated notification of expired records
- Storage center shelf pool management

#### ✓ Records Disposition Management

- Automated disposition request based on retention policy
- Electronic submission of disposition request to NJDARM

#### ✓ Records Circulation

- Check-in and check-out functions for record circulation

#### ✓ Reports and Labels

- Inventory Analysis, Box Labels, Records Center Report
- Disposition Request Statistics, Image Scan Log, and more

#### ✓ Document Imaging and Scanning

- Supports TWAIN compatible desktop and flatbed scanners
- Image enhancement, annotation, and redaction
- OCR and Full-Text Search capability

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

- ✓ Multi-jurisdiction capability
  - County-wide, Municipality-wide, School-Board-wide
- ✓ Online help and FAQ
- ✓ Adopted standards published by NJDARM and ARMA
- ✓ Integration with other Content Management Systems
- ✓ In use by multiple Counties and Municipalities

### ◆ Select more than one method of deployment

- ✓ Shared Services – centralized installation for multiple entities
- ✓ Organization level installation – County, Municipality, School Board

### ◆ Productivity Gains and Cost Efficiencies for all

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

### ◆ Compatible with State of New Jersey DARM standards

- ✓ Electronic Interface with NJDARM-Artemis System



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