

Records Management Services

Increasing Productivity and Ensuring Compliance

Daston Corporation offers extensive experience implementing, supporting, and developing powerful enterprise records management solutions that enable organizations to increase productivity and address compliance requirements.

Records Management Expertise

Daston's Records Management practice combines highly technical individuals with a wealth of experience in enterprise records management to deliver efficient, innovative, compliant solutions. Our experience encompasses managing, developing, supporting, implementing, and integrating industry-leading records management software applications and business processes for healthcare, financial services, insurance, and the public sector.

Records Management Solutions

With an expanding list of regulatory requirements, records management systems must be secure, certified, integrated, and comply with internal and external policies. A successful records management solution can minimize an organization's risk associated with ungoverned information; thus avoiding considerable fines and lengthy litigation.

Daston's Records Management practice provides solutions that help organizations meet legal and regulatory mandates for both public and non-public sectors. Combining document management with record retention policies, our solutions support document and Web transaction non-repudiation with digital audit trails and streamline casework.

Daston's Records Management team delivers full-life-cycle solutions with the following features and benefits:

- Automated Retention Cycles
- Auditing and Compliance:
 - DoD 5015.2, BASEL II or Sarbanes-Oxley Act
 - ISO 15489, VERS, and MoReq2
 - Section 508 Accessibility
- Electronic capture, imaging, and indexing (full text and metadata) that improves eDiscovery efficiency
- Integration with enterprise level systems and Enterprise Content Management suites as well as Microsoft SharePoint, Microsoft Office, and Windows Explorer
- Knowledge transfer and training services
- Deployment management
- Operation and maintenance of servers and applications:
 - High availability global support
 - Management of users and access control
 - Application, web, and database server administration
 - Server monitoring with critical notifications
 - Performance testing and analyses for scalability, reliability, resource usage, benchmarks, and risk assessments

Records Management Solutions (cont.)

- Bulk content migration; import and export
- Aggregate metadata modification, design, creation, and integration with enterprise level content repositories
- User experience design and development

The Power of eDiscovery

While organizations strive to comply with evolving regulatory and legal requirements, they are also recognizing the need for a solution that not only provides secure archiving, but intelligent discovery capabilities as well.

Like other physical assets, electronic information comes with a cost of ownership. Without a records management system, organizing volumes of data and then attempting to discover individual artifacts could become costly.

To help minimize the eDiscovery costs, Daston's Records Management team develops and deploys user friendly, straightforward, accurate search solutions that make your eDiscovery process an easy task.

Archiving and eDiscovery Powered by Postini

Our solution set also includes archiving and eDiscovery for clients using Google Apps. These tools can help you manage your compliance and e-discovery risks of all types.

A proactive strategy for managing these risks in the cloud includes email archiving and search tools that allow organizations to respond quickly and effectively when the need arises.

Daston helps Google Apps customers integrate archiving and search tools powered by Postini as an add-on product for Google Apps Premier Edition and Education Edition. These tools enable administrators to:

- Search a centralized email archive
- Set email retention periods for up to 10 years to comply with corporate policies



- Implement litigation holds to preserve email messages
- Identify and export email messages for further analysis & review

We can also provide and integrate standalone versions of Postini Services for your existing email server.

Proven Solutions

Daston's team currently manages enterprise records management suites at the Defense Information Systems Agency (DISA). This solution encompasses:

- Open Text Records Management
- Open Text Content Lifecycle Services
- Microsoft SharePoint

If your organization is looking to implement, complete, or replace a Records Management system, Daston's experts are prepared to guide you through the Discovery, Design, Development, and Deployment phases to insure a successful, reliable, and scalable solution.

For More Information

To learn more about Daston's Records Management solutions, which are available on a variety of government contract vehicles, contact: Michael Pait, Senior Vice President of Business Development, 703.314.8287, Michael.Pait@daston.com; or Michael Tirres, Managing Architect, 512.422.2880, Michael.Tirres@daston.com

