

REVOLUTIONIZE YOUR RECORDS MANAGEMENT

M-Files
team™

Streamline records management and compliance with AutoRecords. This solution enhances M-Files by aligning retention plans, empowering Policy Owners, and providing advanced audit trails with minimal workflow overhead. Boost your efficiency and ensure seamless compliance with a system that's designed to simplify, not complicate.

Challenge 1:



COMPLIANCE AND POLICY MANAGEMENT

Complex and Inconsistent Retention Policies

- Difficulties aligning retention plans with system configurations
- Manual processes prone to errors and non-compliance risks

DO YOU KNOW:

How well are your retention policies enforced and audited?



SOLUTION 1:

STREAMLINE COMPLIANCE:

Automated and Intuitive Policy Management

- AutoRecords simplifies policy alignment and enforcement
- Introduces Policy Owners for streamlined reviews and compliance checks
- Enhances audit trails with Disposition Logs for undeniable compliance evidence

Challenge 2:



MANAGING RECORDS STORAGE

Skyrocketing Storage Costs and System Inefficiencies

- Excessive storage costs due to inefficient document disposition
- Performance issues in handling large volumes of records

DO YOU KNOW:

How much are excessive storage costs affecting your bottom line?



SOLUTION 2:

OPTIMIZE STORAGE AND PERFORMANCE:

Efficient disposition of redundant, obsolete and trivial (ROT) content

- Automated record declaration, disposition and lifecycle management
- Minimize storage costs and enhance system efficiency
- Manage SharePoint and Network documents

Challenge 3:



MANUAL PROCESSES AND RISK MANAGEMENT

Time Consuming Error Prone Processes and High Risks

- Manual recordkeeping and audit preparation
- High risk of non-compliance due to inadequate evidence of policy adherence

DO YOU KNOW:

How prepared is your organization for records audits?



SOLUTION 3:

ENHANCED AUDIT READINESS:

Automated Audit Trails and Robust Compliance Evidence

- AutoRecords' advanced logging features ensure preparedness for audits with minimal effort
- Automated Disposition significantly lowering compliance risks
- Policy Owners oversee the adherence to policies, providing an organized and efficient audit process

MODERN RECORDS MANAGEMENT

Modern Records Management moves beyond traditional record isolation and declaration to deliver records management to all content.

- Automated policy assignment for documents and objects.
- Provides records managers with full visibility of scheduled events and what will be affected.
- Seamless integration with M-Files.

72%

of companies use a combination of paper-based and digital processes.

24.8%

is the annual growth rate of cloud storage.

33%

of data is considered redundant, obsolete, or trivial (ROT) and is known to be useless.

DO YOU KNOW:

How do you dispose of physical records (paper, CD's, etc)?

DO YOU KNOW:

How does your team ensure compliance?

DO YOU KNOW:

How much does your storage grow each year?

REQUEST A DEMO

Discover how AutoRecords can revolutionize your records management and compliance processes in M-Files.



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