

docSTAR™ Records Management.



Reduce Regulatory Compliance Anxiety.

The docSTAR Records Management module is a cost-effective solution that automates document retention policies to help minimize risk and aid in regulatory compliance.

With docSTAR Records Management:

- ★ Set document destruction timeframes.
- ★ Automate life cycles of documents from creation to final destruction.
- ★ Promote compliance with regulations.
- ★ Reduce possible legal action with expired documents.
- ★ 'Freeze' functionality prevents destruction of documents.
- ★ Reduce document storage demands.

Simplify Document Life Cycles.

docSTAR's Records Management module addresses an organization's retention and document destruction requirements throughout their entire **life cycle** - from creation to distribution, storage, retention, transfer, or destruction.

The module aids in creating rules to govern the storage, retrieval, distribution, and destruction of all digital documents – from a scanned image, e-mail, or fax, to a desktop document, and more.

With docSTAR Records Management:

Users easily generate reports showing where documents are in their life cycle and what documents are eligible for retention, transfer, or destruction.

- ★ Easily search for documents when required.
- ★ Automate the document life cycle to meet established legal guidelines.
- ★ Meet regulatory compliance.
- ★ Reduce risks associated with expired documents.
- ★ Administrators can “freeze” a designated file or folder. While “frozen”, it cannot be modified or destroyed in the event of an audit or investigation.

Reduce Regulatory Compliance Anxiety.

docSTAR Records Management module assists organizations by meeting regulatory requirements associated with proper recordkeeping; promoting compliance with Sarbanes-Oxley, HIPAA, SEC, and other regulations.

Whether you are a government agency, insurance carrier, financial institution, legal firm, healthcare provider, or other...docSTAR can ease your compliance concerns.

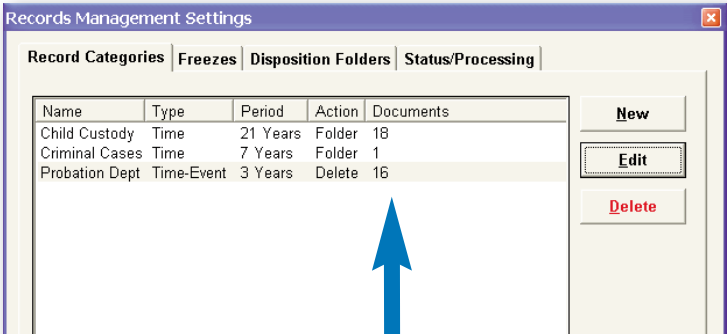
- ★ **Single & Secure Repository** – Records are organized and stored for easy retrieval in the event of an audit or litigation.
- ★ **Comprehensive Audit Trail** – Track all system activity and the entire life cycle of documents.
- ★ **Implement Retention Policies** – Set retention policies to archive and destroy documents in accordance with best practices, industry standards, and regulatory policies.
- ★ **Enforce Consistent Records Policies** – Create, approve, and enforce company records policies; including classification systems and records retention policies.
- ★ **Rapid Response** – Quickly respond to e-discovery requests.
- ★ **Avoid Document Handling Mishaps** – Prevent the accidental deletion of documents through “freezing” functionality.

Increase Efficiency & Cost Savings.

Not only does docSTAR's Record Management simplify the life cycle management of documents, protect documents from loss and possible tampering. Additionally, organizations benefit from:

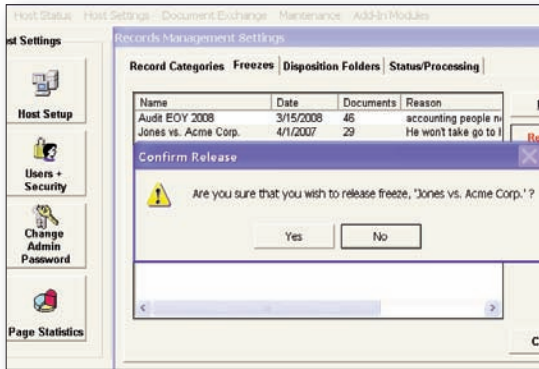
- ★ **Reduced document storage demands** - Reduce space on hard drives by purging documents suitable for deletion.
- ★ **Improved office productivity** - Instant document access saves employee hours, allowing employees to focus on other work.
- ★ **Reduced costs** - Realize huge savings in equipment, supplies, storage space, and personnel by utilizing document management and records management solutions.
- ★ **Labor Savings** - Businesses no longer have the painstaking task of finding old documents.

Set Retention Policies



Documents are managed according to **Records Categories**. An administrator creates one Record Category for each different retention rule. eg. one for "delete 7 years after receipt"; another for "delete 3 months after event".

Easily Freeze Documents



A **Freeze** may be created to hold onto documents under investigation or audit. Documents held under a freeze cannot be deleted (manually or via records management operations) until the freeze is lifted.