

# Infolinx SMART and Archival Records Management Solutions

In addition to preserving accessioned records with enduring or historic value, archival facilities are increasingly being called upon to establish records management practices that govern the lives of records long before they reach the facility. Recent corporate and government trends indicate a growing reliance upon archival facilities to implement and maintain records management policies, especially those concerning the retention and disposition of records.

Given this growing responsibility of managing records ever earlier in their life cycle, archive facilities are realizing the essential role technology has to play in providing complete records management services. To this end, facilities are deploying records management software to efficiently classify, receive, restrict, locate, and return their inventory, regardless of media type. Increasingly, the archival industry is turning to companies like Infolinx to ensure archival compliance, as well as to establish programs reflecting best archival records management practices.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience in helping archival providers at state, county, municipal and corporate levels implement strategic and scalable records management solutions to meet today's stringent requirements. Infolinx



SMART (Space Management And Records Tracking) records management solutions enable clients to:

- Comply with regulatory requirements such as FOIA and the Privacy Act of 1974
- Collaboratively design and implement an unlimited number of retention schedules for the dispositioning of records
- Streamline the Records Transfer Authorizations (RTA) and removal processes, eliminating the need for paper forms
- Proactively administer space management strategies
- Manage all media types including hardcopy, electronic, and microfilm
- Implement a browser-based, true thin-client application
- Integrate with existing software applications
- Track records from point of accession (or creation) through final disposition
- Manage physical locations of archival materials
- Seamlessly integrate barcoding
- Notify users of critical events such as incoming, returned, or overdue records
- Encourage end-user "buy-in" with intuitive interface
- Maintain complete audit histories for every record
- Minimize "lost" records with low-impact user compliancy and proven recovery strategies
- Implement an unlimited number of security groups restricting access to sensitive records and/or data
- Maximize end-user accuracy and efficiency through workflow improvements including automated data entry, records requesting, and bulk updating
- Analyze process metrics identifying bottlenecks and potential workflow improvement areas

