

Infolinx and Government Records Management Solutions

Government agencies, executive, legislative, and judicial, are charged with the task of managing records of enduring value essential to the maintenance of the public trust. Included in this task is the responsibility to implement records management software compliant with such standards as Section 508e for accessibility, as well as the industry-standard DoD 5015.2 regulation.

For these reasons, government agencies at the federal, state, and local levels are increasingly looking towards companies like Infolinx for complete life-cycle records management software and services. Tracking agency records from personnel to accounting to projects to contracts, Infolinx software and compliance methodologies reflect records management best practices including managing retention schedules at multiple levels.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping government agencies implement strategic and scalable records management solutions, meeting today's stringent requirements.



Infolinx records management solutions enable clients to:

- Comply with regulatory requirements such as DoD 5015.2 and Section 508e.
- Manage records from multiple departments all within a single application.
- Implement a browser-based, true thin-client application
- Track records from point of creation through archiving and final disposition
- Maintain complete audit histories for every record.
- Minimize “lost” records with low-impact user compliancy and proven recovery strategies
- Integrate with existing software applications
- Seamlessly integrate barcoding, color-coded labels, and Radio Frequency Identification (RFID)
- Encourage end-user “buy-in” with intuitive interface
- Collaboratively design and implement an unlimited number of retention schedules for the archiving or destruction of records
- Maintain record integrity via proven inventory practices
- Maximize end-user accuracy and efficiency through workflow improvements including automated data entry, records requesting, bulk updating, and merging of duplicate records
- Analyze process metrics identifying bottlenecks and potential workflow improvement areas

