

# Infolinx and Retail Records Management Solutions

The burden of increasing regulatory compliance is causing the retail industry to look for records management partners to guide them in the process of designing and implementing a contemporary records program. The number of by-laws and agreements with third-party services and financial institutions are increasingly complex, and failure to conform to these strict standards can lead to severe consequences. Customers' requirements and government case law such as the Gramm-Leach-Bliley Act (GLBA), Truth in Lending Act, and Regulation E, can be overwhelming to say the least.

For these reasons, retail businesses are using Infolinx for complete life-cycle records management software and services. Tracking records across the enterprise, Infolinx software and compliance methodologies reflect records management best practices including the management of retention schedules at multiple levels.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping retail corporations 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

