

FEDERAL RECORDS MANAGEMENT

Information Governance for Electronic Records

MANAGE RECORDS OF ALL AGENCY INFORMATION

ASG Records Management enables government agencies to digitally manage the complete lifecycle of agency records and record series in their original format. It establishes policies, standards and procedures to provide comprehensive lifecycle management for all records, including high-volume machine-generated records. Time and event-based rules use workflow to automate operational processes (set new retentions, tag records for deletion and change document categories) helping streamline exception processes and improve response times.

Agency staff who are tasked with ensuring compliance with specific mandates such as M-12-18/OMB M-4-14 for email or Executive Order 13526 (national security information), as well as broader initiatives (e.g. NARA's Universal ERM requirements), now have a flexible, comprehensive tool that can help support these requirements. These mandates can be met without undue burden on the operational performance of the agencies.

GAIN A SINGLE VIEW OF ELECTRONIC RECORDS

ASG Records Management uses a Web Services-based user interface, designed for Records Managers. It serves as the central point of operations where a Records Manager can list agency records, define and maintain retention policies and manage event templates to automate tasks including:

- List all agency record types regardless of format, creation date or location
- Define event templates and their parameters used by line-of-business
- Define templates and parameters for line of business applications to affect retention of single or multiple records

CAPTURE AND CLASSIFY RECORDS AUTOMATICALLY

Agency systems and other tools that create records are typically disconnected from records management applications that define time and event-based record retention periods for activities (citizen engagement and staff onboarding). ASG Records Management enables single sign-on access to agency systems to capture records and place them in predefined or dynamically generated folders. Metadata associated with records is used to identify retention policies, which is then used to determine record classification.

BENEFITS

- Accountability and process adherence through automation and record preservation
- Single view into all records, regardless of system of origin
- Reduced time/resources needed for records management tasks
- Compliance with records management directives (e.g. NARA, FERMI)
- Improved response to FOIA requests

MAIN FEATURES

- Automates digital acquisition, classification, retention and disposition of all records
- Manages native electronic records in ASG Content Services (Mobius)
- Enables hierarchical record taxonomies with predefined and automatic contextual-based folder classification
- Supports time- and event-based record retention
- Provides an intuitive, Web-based user interface and strong administration functions

ASG Records Management eliminates the need for traditional manual record “declaration” by:

- Automatically capturing computer systems output
- Systematically processing large volumes of scanned, paper-based information
- Consistently classifying, declaring and retaining electronic information records in predefined or dynamically created folders

SEARCH, BROWSE, HOLD AND PRESERVE RECORDS

Agency personnel have a dashboard for browsing and managing automated and predefined folder hierarchies. When combined with disposition automation, reporting and searching, they now have enhanced control and awareness surrounding the hold and disposition process. This enables users to:

- Suspend normal record disposition by setting holds on single and multiple documents
- Place and describe multiple holds on individual documents with identifying descriptions
- Automatically resume normal retention activities based on the assigned record retention policy after all holds are removed from a record
- Search, view, and navigate folder hierarchy to locate records

AUDIT THE RECORDS MANAGEMENT PROCESS

All activities in ASG Records Management are tracked and logged. This ensures that all record changes, holds and dispositions are documented and available in case of litigation or audit.

MANAGE RECORDS WITH WORKFLOW

ASG Records Management includes a workflow service, supported by a visual workflow designer, that facilitates the creation of records-based workflows. With the drag and drop interface and visuals that match the business flow, users can quickly assemble digitally executed workflows that automate critical records management processes. Once deployed, ASG Content Services workflow delivers content captured from business applications and systems in context with your work. Workflows can be monitored and rapidly modified to provide the agility you need to meet today’s dynamic workplace.

FLEXIBLE CLOUD, ON PREMISES, AND HYBRID DEPLOYMENT

Many agencies currently operate a sophisticated technology environment that includes mainframe applications, distributed processing systems, and cloud processing and storage. Many records management solutions ignore this diverse environment and require organizations to sunset legacy systems or migrate records to a new environment. Wholesale replacement of systems or content migration can be cost-prohibitive and disruptive. ASG Records Management accommodates existing environments and can be deployed on-premises, in the cloud, and in cloud-hybrid environments.

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ASG Technologies | 1.239.435.2200 or 1.800.932.5536 | 708 Goodlette Road North, Naples, Florida USA 34102 | www.asg.com

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