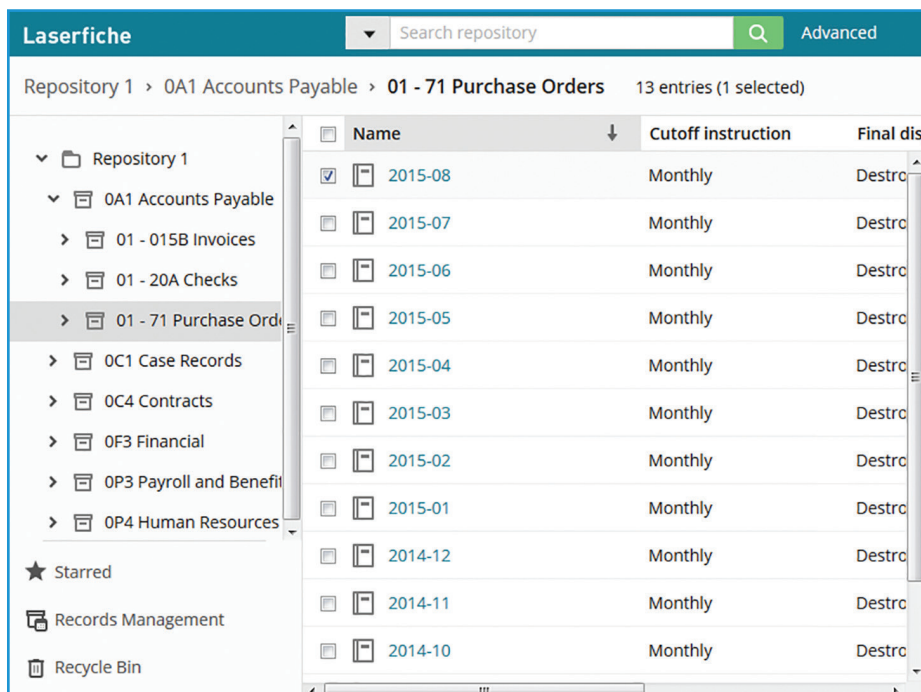# Laserfiche Records Management Factsheet

Laserfiche Records Management Edition is DoD 5015.2-certified software that transforms paper records into digital, accessible organizational assets.

Enforce Compliance from the Moment Records are Created

- Facilitate compliance with DoD 5015.2-certified records management and VERS-certified electronic records

- Enforce records management policies across all devices, including mobile phones, tablets, laptops and desktops

- Monitor for incomplete or inaccurate recordkeeping to minimize associated liabilities and fines

- Promote compliance with Sarbanes-Oxley, HIPAA, USA PATRIOT Act, SEC, FINRA and other regulations

Centralize records storage and group records based on their retention and disposition schedules

Product Highlights

- Auto-file newly created records according to industry regulations and corporate policies

- Automatically notify records managers when a record needs to be archived or destroyed based on the record type

- Generate reports to identify and locate records that are ready for disposition

- Enforce records management policies across all devices including mobile phones, tablets, laptops and desktops by storing only one copy of a record in a centralized repository.

- Automatically classify and apply disposition schedules and other retention policies to incoming records.

- Centralize records storage and group records based on their retention and disposition schedules.

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Reduce the Cost of Compliance with Records Management

- Provide business units with multiple ways to view records, without impacting the overall file plan

- Allow users who are not records managers to access documents without exposing the records management design

- Give records managers control over how information is categorized and filed

- Allow records managers to search for records based on retention schedules or cut-off dates

- View the record timeline, modify properties of records, record folders, and record series, and perform record actions such as cutoff or final disposition, all from a single location

Black, Michael ☆

Metadata | Preview | Fields | **Records**

Life Cycle   Edit properties

8/13/2010	Filing date
4/3/2012	Employment Ended
8/18/2013	**Cutoff**
	Eligible for cutoff 4/3/2013
4/3/2023	Eligible for destruction

Details

Location	Current file area
Status	Cutoff
Path	Repository 1\0P4 Human Resources Records\01-01 Employment Applications\Black, Michael
Permanent	No

Cutoff Instruction

Name	Employee Records
Type	Interval-Event
Interval	12 months

Retention Schedule

Name	Employee Records
Type	Destroy
Retain for	10 year(s), 0 month(s)

The records management pane allows users to locate all relevant information about records and perform actions in one place

Name	Description	Retain	Transfer Schedule
C + 1 Years	Current + 1	1 year, 0 months	Current file area, 12, A
C + 10 Years	Current + 10	1 year, 0 months	Town Hall Archives , 108, A
C + 2 Years	Current + 2	2 years, 0 months	Town Hall Archives , 12, A
C + 25 Years	Current + 25	0 years, 0 months	Current file area, 300, A
C + 3 Years	Current + 3	1 year, 0 months	Town Hall Archives , 24, A
C + 4 Years	Current + 4	2 years, 0 months	Town Hall Archives , 36, A
C + 5 Years	Current + 5	2 years, 0 months	Town Hall Archives , 48, A
C + 6 Years	Current + 6	1 year, 0 months	Town Hall Archives , 48, A
C09	kEEP FOR EVER	0 years, 0 months	
E + 1 Year	Event + 1	1 year, 0 months	
E + 10 Years	Event + 10 Years	1 year, 0 months	Town Hall Archives , 108, A
E + 2 Years	Event + 2 Years	2 years, 0 months	
E + 30 Years	Event + 30	30 years, 0 months	
E + 6 Years	Event + 6	0 years, 0 months	Town Hall Archives , 48, A
E+ 5 Years	Event + 5	1 year, 0 months	Current file area, 60, A
PERMANENT		25 years, 0 months	Town Hall Archives , 0, M
UNTIL OBSOLETE OR ...	UNTIL OBSOLETE OR...	0 years, 0 months	

Automatically classify and apply disposition schedules and other retention policies using metadata and other information on incoming records

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Your Next Steps

Contact Us
(800) 985-8533

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