FUJITSU

THE POSSIBILITIES ARE INFINITE

Electronic Records Management

Unblock the information log jam

Access Comply Implement

Big Brother is Watching You!

Do you need to know who has accessed what information and when?

Does your business have a legal requirement to demonstrate that the information held about an individual is complete, accurate and necessary?

Are you confident that when you delete a file it really does get purged from the system?

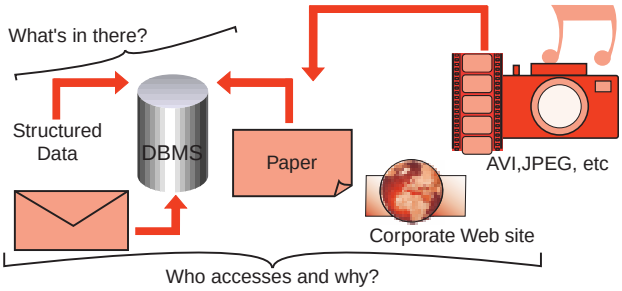
All these issues relate to effective records management. Fujitsu has many years of experience of solutions to meet legislative requirements for data management and retrieval and has developed a set of services to address the key issues.

What is Records Management?

Records management is the framework by which an organisation can demonstrate that information is used effectively and legally. It includes:

- categorisation of data leading to an effective access policy.
- a secure environment to protect data on a company or an individual.
- an auditing and archiving regime to ensure information is available for historic or legal analysis past its original operational use.

Records management may be required for adherence to Acts of Parliament such as Health and Safety at Work, Data Protection, Freedom of Information or external conventions such as the European Commission for Human Rights.



The Growth of Information Stored

Our starting point is to understand how information is stored, manipulated and accessed within your organisation and the legislation relating to the business area you operate in.

Over time, most organisations accumulate vast amounts of data. Early IT systems stored what was basically structured character and numeric information but now we have added objects ranging from scanned images of paper, audio and other multi-media objects through to emails and full interactive details on a corporate web site.

All data objects must be subject to the same archive and security policy.

People, Process and Technology

To access all this information, organisations have captured and automated a procedural knowledge of their business. This includes details of who uses data, where and why, what experience and skills they have and what business process this data access is part of.

Systems that document information about people, processes and operational data are sometimes referred to as Knowledge Management systems.

What Does Fujitsu offer?

Fujitsu Electronic Records Management services include:

- Auditing of a company's information needs, including the associated development of security, archiving and storage strategies.
- Implementing Information Retrieval and Knowledge Management systems incorporating easy to understand categorisation and process models.

The Benefits

Implementing a robust Records Management System will enable your organisation to:

- share and find information easily and quickly.
- satisfy your auditors that the rights and obligations of the business and individuals are protected.
- understand your business better providing a framework for future growth.

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