



## Physical Records Management

Many organizations need to manage both physical and electronic documents as records with common policies and a common user interface. But with physical records management you need to track where the physical record actually is.

Questys' Physical Records Management (PRM), a module of the Questys Enterprise Content Management (ECMx) solution, allows users to search for both electronic and physical records, and reserve physical records in a single, unified solution. Questys solutions help organizations comply with legal and regulatory requirements for document retention.

Questys PRM is fully integrated with Retention Policy Services giving administrators a single administrative client to manage both electronic and physical records. This allows administrators to apply a single set of retention rules or holds to the content, and it also allows disposition to be run on both electronic and physical records from a single interface.

Having one system to manage all of your records, wherever they reside, is key to compliance.

### Get Control of Your Physical Records

Questys provides the features required for the compliant, efficient management of your important physical records. Whether you are looking to get better control over physical files stored in department file cabinets or need to optimize a file room.

### Electronic Records Management

Questys ECMx includes electronic document management to manage your active records and was designed exclusively for small-to medium-sized businesses/enterprises. Combined with Questys WorkFlow (WFx) module, users can leverage real business process management to increase productivity, reduce costly manual processes and minimize paper consumption.

### Compliant Records Management

Questys helps companies meet legal and regulatory requirements through the implementation of a consistent and compliant records management program in line with documented policies.

Compliant retention management capabilities that offers enterprise-scale, configurable workflows for the classification and indexing of records to support robust retention management, legal holds, and final disposition. Technology is one component of a compliant records management program.

Digital placeholders allow documents to be scanned in/imported later without having to populate any additional metadata.

### The Bottom Line

Questys offers an end-to-end solution to manage all of your records, both active and inactive wherever they reside, by adding the Physical Records Management module to our Enterprise Content Management (ECMx) software.

### Standard features include:

- Customizable carton/file description templates that let you create specific indexing requirements for different types of records
- Search and request capabilities
- Physical inventory management features, including location bar-coding, item bar-coding, and systematic check-in/check-out workflow
- Compliant retention management capabilities including retention schedule definition, classification, automated disposition calculation, and systematic destruction/disposition workflow
- Audit trails for records as they are transferred to different locations throughout their lifecycle, to eliminate the need for hardcopy transmittal forms and box creation requests
- Role-based security, to control access to records on an individual and/or group basis
- Standard and customizable reporting

