Spending Valuable Time on Manual Record Keeping?

Automate records retention to save time and simplify compliance for your organization

Most organizations are required by law to retain and dispose of records after a set period of time to comply with various state and federal regulations. Without an Enterprise Content Management (ECM) system and a formal records retention policy, organizations can face legal ramifications that may result in million dollar fines and executives can be held personally responsible. With PaperVision®, you can create an efficient records retention policy, mitigate your compliance risks, and save money by lowering your overall records management costs.
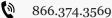
Are you still wasting time with manual records retention and destruction processes?

• Easily control, store, and dispose of any document or record in accordance with state, federal, or court-ordered requirements to maintain regulatory compliance.

• Automatically assign appropriate retention and destruction policies to records to reduce human error and keep things moving from any location.

• Apply automatic document tracking to always keep an eye on records and to reduce audit preparation costs.

• Quickly locate and securely access any record using powerful search capabilities, and ensure you're working with the most current version with version controls.

• Secure any record the instant it enters your organization.

"In today's business landscape, regulatory compliance is no longer just a box to check—it's a critical component of corporate governance. Non-compliance can lead to severe penalties, reputational damage, and legal consequences. Therefore, businesses invest in ECM systems that provide comprehensive audit trails, document management capabilities, and automated compliance workflows."

-Markets and Markets, "Enterprise Content Management Global Market to 2029"

Automate Records Retention and Achieve Compliance with PaperVision®

What if you could create a comprehensive records management policy with one simple system? In today's complex business environment, managing records with processes that are consistent, repeatable, and auditable are crucial to the success of any organization. With the PaperVision suite, you can create a plan you can be confident in that will save the entire organization money.

Avoid Noncompliance Fines

Are your files protected in accordance with state and federal regulations? Organizations that find themselves in violation potentially could face millions of dollars in fines. With the PaperVision suite, you can create a comprehensive records management policy that ensures compliance to save the entire organization money.

Ease Records Management

Did you know that almost all regulations include a records retention component? Most regulations set a period after which records can and should be destroyed. PaperVision technology allows you to automatically set retention and destruction policies with Business Process Automation (BPA) to ensure you are only keeping the files you need to maintain compliance.

Easily Maintain Audit Trails

Does your organization waste time manually tracking down records during audits? Reduce the audit preparation costs with automatic document tracking. PaperVision ensures records are faster and easier to locate, helping you avoid delays and penalties from long audits to save you both time and money.

Improve Data Accuracy

Do you know if the document you are working with is the most accurate and up-to-date version? Eliminate error caused by duplicated documents and streamline information processing. With PaperVision you can ensure you are working with the most current version and know your data is always accurate to avoid liability caused by outdated records.

Protect Sensitive Data

Are your records safe from theft, loss, natural disaster or cyber attacks? In order to ensure you maintain regulatory compliance, your data must be maintained securely. PaperVision protects your most sensitive data with encryption both during transmission and at rest to help your organization defend against disaster.

> "With the help of PaperVision® Capture and PaperVision® Enterprise, we're able to ensure the protection of more than 10,000 records. Vulnerable information is no longer just sitting in drawers!"
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> -Mary Peelen, Director of Health Information Services, MHCD