# docSTAR™ Records Management.

## Reduce Regulatory Compliance Anxiety.

The docSTAR Records Management module is a cost-effective solution that automates document retention policies to help minimize risk and aid in regulatory compliance.

**With docSTAR Records Management:**

- ★ Set document destruction timeframes.
- ★ Automate life cycles of documents from creation to final destruction.
- ★ Promote compliance with regulations.

- ★ Reduce possible legal action with expired documents.
- ★ 'Freeze' functionality prevents destruction of documents.
- ★ Reduce document storage demands.

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## Simplify Document Life Cycles.

**docSTAR's Records Management** module addresses an organization's retention and document destruction requirements throughout their entire **life cycle** - from creation to distribution, storage, retention, transfer, or destruction.

The module aids in creating rules to govern the storage, retrieval, distribution, and destruction of all digital documents – from a scanned image, e-mail, or fax, to a desktop document, and more.

### With docSTAR Records Management:

Users easily generate reports showing where documents are in their life cycle and what documents are eligible for retention, transfer, or destruction.
★ Easily search for documents when required.
★ Automate the document life cycle to meet established legal guidelines.
★ Meet regulatory compliance.
★ Reduce risks associated with expired documents.
★ Administrators can **"freeze"** a designated file or folder. While "frozen", it cannot be modified or destroyed in the event of an audit or investigation.

## Reduce Regulatory Compliance Anxiety.

docSTAR Records Management module assists organizations by meeting regulatory requirements associated with proper recordkeeping; promoting compliance with Sarbanes-Oxley, HIPAA, SEC, and other regulations.

Whether you are a government agency, insurance carrier, financial institution, legal firm, healthcare provider, or other…docSTAR can ease your compliance concerns.

★ **Single & Secure Repository** – Records are organized and stored for easy retrieval in the event of an audit or litigation.
★ **Comprehensive Audit Trail** – Track all system activity and the entire life cycle of documents.
★ **Implement Retention Policies** – Set retention policies to archive and destroy documents in accordance with best practices, industry standards, and regulatory policies.
★ **Enforce Consistent Records Policies** – Create, approve, and enforce company records policies; including classification systems and records retention policies.
★ **Rapid Response** – Quickly respond to e-discovery requests.
★ **Avoid Document Handling Mishaps** – Prevent the accidental deletion of documents through "freezing" functionality.

## Increase Efficiency & Cost Savings.

Not only does docSTAR's Record Management simplify the life cycle management of documents, protect documents from loss and possible tampering. Additionally, organizations benefit from:

★ **Reduced document storage demands** - Reduce space on hard drives by purging documents suitable for deletion.
★ **Improved office productivity** - Instant document access saves employee hours, allowing employees to focus on other work.
★ **Reduced costs** - Realize huge savings in equipment, supplies, storage space, and personnel by utilizing document management and records management solutions.
★ **Labor Savings** - Businesses no longer have the painstaking task of finding old documents.

### Set Retention Policies
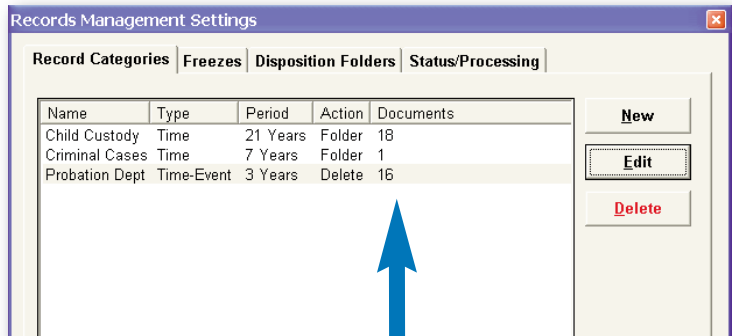


Documents are managed according to **Records Categories**. An administrator creates one Record Category for each different retention rule. eg. one for "delete 7 years after receipt"; another for "delete 3 months after event".

### Easily Freeze Documents
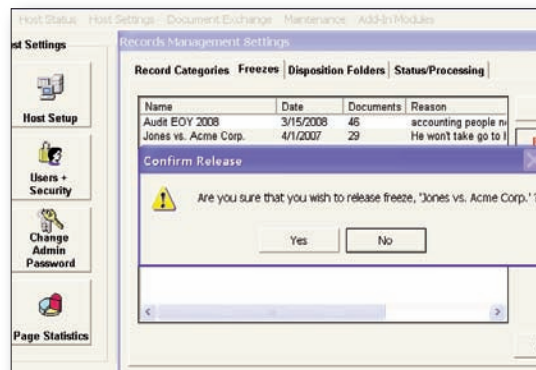


A **Freeze** may be created to hold onto documents under investigation or audit. Documents held under a freeze cannot be deleted (manually or via records management operations) until the freeze is lifted.

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*document management. Easy. Fast. Smart.*