



# TAB fusionRMS

## Making Records Management Easy for Ontario Municipalities

### TAB FusionRMS for Ontario Municipalities: Now with TOMRMS

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If you work in the government sector, you know that managing records is a constantly evolving challenge. You need to provide excellent service to constituents while navigating rigorous privacy and public records regulations—all at a time when shrinking budgets are forcing municipalities to do more with less. The result is a daunting and complex RM picture.

So what is the solution?

TAB FusionRMS for Ontario Municipalities can help. Customized for local government agencies, our system now features TOMRMS to help you manage all of your sensitive records including birth certificates, court files, and physical pieces of evidence.

#### **Two Great Systems in One**

Developed specifically to help Ontario municipalities meet MFIPPA and other regulatory mandates, TOMRMS is a complete methodology for organizing paper, electronic and physical records from across your entire organization.

We took this unique system and integrated it into our FusionRMS to create a records management powerhouse designed for the municipal records environment. This fully customizable software solution allows you to instantly access your data in paper and electronic form.

With TABFusion RMS, you can manage the entire lifecycle of your information in a single, easy-to-use solution. From classifying and retaining to organizing and accessing your documents, this comprehensive system makes record keeping simple. It also includes some great features for municipalities such as:

- Role-based security settings that can be configured to meet the most stringent regulatory requirements
- Intuitive functionalities that make for fast user adoption
- A variety of implementation options that allow you to integrate the software in the way that works best for your organization

We will also work closely with your staff to ensure uninterrupted access to all records during the transition to FusionRMS.

## Simplifying Retention and Functional Classification

Creating the right retention schedule and functional classification scheme can be difficult when you're managing a large variety of confidential government documents, but doing so is critical for compliance purposes. TOMRMS makes the process virtually effortless by automatically retaining and classifying records based on your municipality's requirements. Users input the appropriate retention and classification information into the software and the system takes care of the rest.

## Staying Compliant: We Do the Work

Staying on top of changing regulatory mandates is critical for managing your retention schedule, and our annual update service helps you do that. TAB's consultants will research all applicable federal as well as provincial statutes and regulations to determine what revisions, if any, are required for the retention periods in TOMRMS. We also update the program's functional classification scheme on a yearly basis to reflect new subject areas.

## We'll Train Your Staff

TAB offers a complete support and education infrastructure to meet your implementation and adoption needs. Our experts run an on-site training session that covers everything your staff needs to know in order to use TOMRMS including:

- Implementation options
- System structure
- File coding

The session is essential for integrating the solution into your records management program.

## Discover How TAB FusionRMS for Ontario Municipalities Can Work For You

Our TAB FusionRMS with TOMRMS is the only unified government records management system for Ontario municipalities. Whether you're looking to organize case files or track a physical piece of evidence, our comprehensive solution can manage all of your private information and help you meet stringent regulatory requirements.

If you're interested in learning more about how TAB FusionRMS can work for your municipality, contact us today.



Technology  
Solutions

### CONTACT ONE OF OUR REPRESENTATIVES TODAY.

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