

Roadmap to Compliance

How do you get to compliance? We can show you the way.

Government and the courts continually enact legislation and create laws that affect your company, and you must be able to demonstrate due diligence and ensure the accuracy and security of the information held in your records.

The good news is that getting to compliance can also mean achieving your organization's objectives! TAB's Roadmap will help you get to an effectively designed records management program - an essential tool to not only enhance compliance, but also to enhance responsiveness, increase customer satisfaction and improve access to information.

Functional Classification

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A records management program starts with the "what," a common way of naming records known as a classification system. This is the "sign post" that clearly identifies information and facilitates filing, retrieval and archiving.

It is the classification system that provides the basis for compliance, risk management, retention periods, security safeguards and other related issues.

Retention Schedules

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Once a classification system is in place, retention schedules must be assigned to every record within your environment.

The "why" of the roadmap, a retention schedule establishes how long an organization needs to keep its records as they progress through their organizational life cycle, including whether records are ultimately destroyed or archived.

Corporate Policies & Procedure Development

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Here we outline the "who" by detailing the responsibilities of the user community as per the functional classification system and retention schedule.

We develop these policies and procedures to clearly establish what types of records are included in the program, who is responsible for various activities and who authorizes certain actions.

TAB SMART Program

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This is a process by which all your employees are educated as to what is record vs. non-record material, and then use this knowledge to partake in an overall cleanup of the information within their areas.

This exercise is a great way to ensure that you are only keeping essential information, thereby reducing what you are spending on storage and making your information more accessible.

Inactive Collections Management

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This first part of the "where" component, this is a comprehensive audit of non-essential records that can be identified and stored as necessary. This is a great way to effectively manage the rising cost of storage!

Managing your inactive collections is critical for performing the next component of "the where," the TAB SMART program.

Policy & Procedure For The End User

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The "how to" component, this step determines the governing standard for managing your program. It also defines how to maintain the classification system and functionality of your program.

A detailed policies and procedures manual is perhaps the most important aspect of a records management program.

Implementation

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This is the physical application of functional classification and retention schedules to the appropriate records throughout your organization.

In this step, the classification system and retention schedules are applied throughout your organization.