

Records Management Master Class

Records Management in Laserfiche Walk-Through

Beau Lollar
Senior Chief Engineer
DocuNav Solutions

Background & History

Beau Lollar

- ✓ Senior Chief Engineer
- ✓ 11 years with DocuNav Solutions
- ✓ 20+ years working with Laserfiche & other ECM's
- ✓ 25+ years working in IT



What is Records Management

Records Management (RM) – Management of information throughout its life-cycle, from creation through disposition



Where Is Records Retention Defined

- Texas State Library & Archives Commission (TSLAC)
- Colorado State Archives
- Local, City, County, State, & Federal Rules/Regulations
- Compliance Standards
- Internal Policies
- Other Regulatory Bodies

To Delete or To Destroy

Deletion vs. Destruction

- Deletion – A document does not need to be in Laserfiche & does not qualify for retention (e.g. courtesy copies, duplicates, incorrect scans, ...)
- Destruction – A document is considered an original, has met all retention requirements, & is eligible for Destruction

Freeze/Holds – Prevents a document from being deleted, destroyed, moved, or altered in any way (including metadata)

Key Parts of Retention

What is Needed to Apply Retention

- Document Description – Defines specific document being stored (e.g. Transcript, I-9, Invoice, ...)
- Retention Trigger – Date that triggers the retention start (e.g. Document Date, Exit Date, Invoice Date, ...)
- Retention Period – How long to keep the document after retention starts (e.g. 1 year, 10 years, permanent, ...)
- Retention Calendar – Calendar to use when determining retention (e.g. Calendar Year, Fiscal Year, School Year, ...)

How to Determine Retention

1. Are we able to define this document description?
2. Does the document description require retention by any internal, state, federal, or other governing bodies?
3. What is the longest time period the document description could be required to be kept?
4. Is there a maximum period of time the document description can be kept?
5. Are there instances where the document would need to be destroyed earlier?
6. Do we have a need to keep this document longer than retention requires and/or permanently, even though retention does not require it?

Types of Laserfiche RM

Transparent Records Management (TRM)

- Retention inherited by Record Series & Records Folder
- Moved to appropriate folder by Workflow to match retention that should be applied
- Shortcut created in main area to link back to RM document

Document Records Management (DRM)

- Retention applied directly to document instead of inherited
- Can be applied manually or via Workflow

Applying Records Management

Manually

- Right-click on document, select *Record Properties*, & choose retention to apply

Automated

- Assign retention to each document type
- Retention applied & managed by Workflow

Destroying Records

- Search for records to destroy, apply cutoff, and destroy
- Create destruction log in AuditTrail

Laserfiche® Demonstration

DocuNav Solutions



What is Records Management

Questions?

THANK YOU!

COMPANY NAME

