

Records Management Made Easy with



*You can file
this one under
"Easy"*

Learn more at alfresco.com/easyRM

Share |



Easy Collaboration.
Easy User Adoption.
Easy Automation.
Easy Control.
Easy Compliance.

Alfresco Records Management (RM) provides the levels of control and security to help companies achieve digital records compliance.

By combining hybrid Enterprise Content Management (ECM) with RM control in a single platform, Alfresco provides the only solution in the market that gives you the ability to manage all of your digital content in a way that's open, fresh and easy to use.

1. Your files.



2. In Alfresco.



3. Share with anyone.



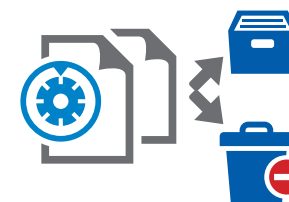
4. Review and approve.



5. Declare records in place.



6. Keep records safe.



Single Platform • Easy to Use • Extended Collaboration • Automated Records Compliance

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Most Records Management (RM) solutions, in the market today are expensive complex and designed to meet the needs of records managers and compliance officers. But these solutions were never designed to meet the needs of today's workforce, making it difficult to collaborate, create and review content to get work done. They require that end users change their working practices and understand complex file plans. These solutions are seen as a pain, rather than tools that users want to use, all of which has resulted in poor RM adoption and a lack of compliance.

Records Management from Alfresco is different. Alfresco Records Management is integrated into a single platform—Alfresco. Alfresco makes it easy for end users to share and collaborate with colleagues, customers and business partners. Records Management modules automatically declare records at the appropriate time within the documents life-cycle.

In this book, we'll highlight how customers around the world are using Alfresco Records Management to automatically put content under control to help drive digital records compliance. Alfresco with integrated Records Management is the only hybrid ECM solution that simplifies organizational compliance by providing:

- One platform to manage all digital content accessible on any device
- Efficient collaboration with colleagues, business partners, customers and prospects
- Automated record declaration within your standard work practices
- In-place records to provide control and end user access
- An easy to use solution that end users will adopt
- A lower cost, open source solution





CANADA'S OPEN UNIVERSITY

As Canada's leading open university, Athabasca University (AU) offers over 700 online, at a distance, or in-classroom courses. With over 38,000 students and 1,200 faculty and staff, managing the complete lifecycle of course content from creation to editing to storing is no easy task.

AU implemented Alfresco to serve as the records management foundation for the University, ensuring that RM policies are being applied to course materials and enabling the University to set retention policies and governance around any content. Using RM policies and workflows, documents are easily managed through the AU lifecycle and seamlessly integrated with the University's learning management system. The new document and RM system is used by over 1,000 users and is highly scalable to easily handle current and future needs.

With a solid foundation in place, AU can leverage Alfresco as a content and records management platform not only to manage all course materials, but also student information and administrative documents.

*"ALFRESCO IS EASILY
SCALABLE AND AGILE TO
MEET THE UNIVERSITY'S
CONTENT AND FUTURE NEEDS
FOR YEARS TO COME."*

— MIKE MAHON

PRESIDENT,
ZIA CONSULTING



EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools (EPS) is the second largest school district in Canada's Alberta Province providing schooling for over 80,000 students and managing 200 schools. A 2006 audit discovered that the district was only 60 percent compliant with regards to the required documentation for special needs students.

Additionally, the district was missing individual assessments for 40 percent of special needs students because the documents were either not available or lost when the student transferred between districts. Alfresco's low-cost centralized repository, which now manages over 1.6 million documents for EPS, established one consistent student records system accessible by multiple users and helped EPS improve compliance with provincial regulations.

"Alfresco provides us with a platform for retaining and managing our most critical documents—student records. Each year we continue to expand our Alfresco implementation to streamline processes, saving the district money and time and allowing teachers to focus on their students."
— Lea Beeken

SUPERVISOR,
DISTRICT RECORDS AND FOIP MANAGEMENT,
EDMONTON PUBLIC SCHOOLS

AUGUST

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FORM: SUBJECTIVE SCORE INSTRUCTOR USE ONLY

PART 1

KEY

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IMPORTANT

TO USE SUBJECTIVE SCORE FEATURE

• Use the score feature to track student progress on any subject.

• Use the score feature to track student progress on any subject.

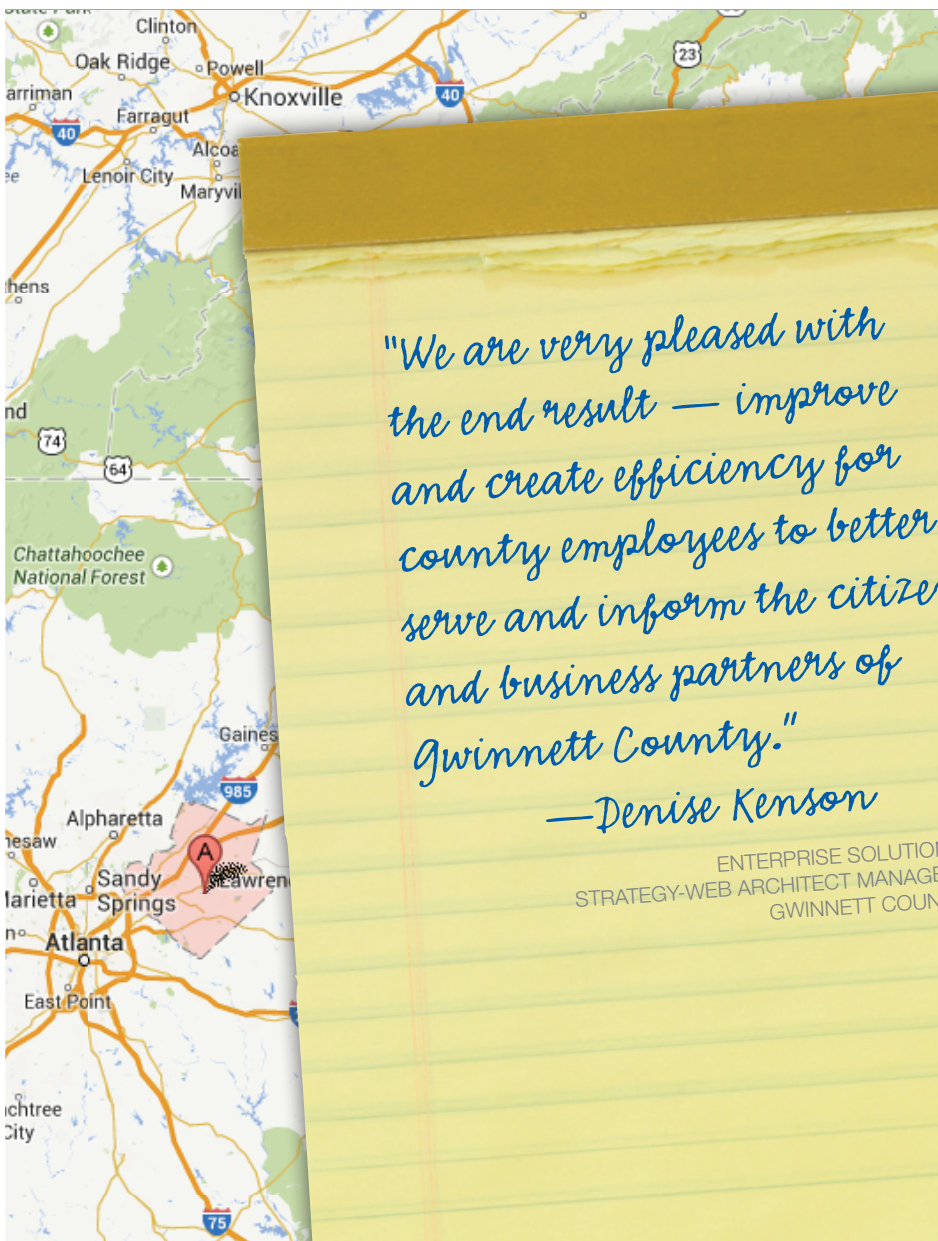
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DATE **SUBJECT** **NAME**

TOTAL DAYS = 196

* Days may be reduced by one day for each of the three start-up days one needs to be identified as one of the three annual PD days.



"We are very pleased with the end result — improve and create efficiency for county employees to better serve and inform the citizens and business partners of Gwinnett County."

—Denise Kenson

ENTERPRISE SOLUTIONS
STRATEGY-WEB ARCHITECT MANAGER,
GWINNETT COUNTY

gwinnettcounty

gwinnettcounty government



Gwinnett County, just 30 miles northeast of Atlanta, Georgia, has a population of over 800,000 residents. In an effort to adhere to the White House's Open Government initiative, the Gwinnett County government website provides information about government services and operations, with links to many public and private agencies in the country. But each time a county employee made a change to the site, a snapshot of the entire site was taken to record and track the change. Over time, the county amassed thousands of snapshots, which began to adversely affect site performance.

With Alfresco, Gwinnett County has improved worker productivity while making it easier for constituents to access information and collaborate with government officials. The county's 50 active users can now better support the web content management system and easily update it with critical information required to remain compliant under the Open Government initiative.



Gwinnett County Courthouse



Rational Retention (RR) develops software designed for retention policy enforcement and litigation response. RR's core technology helps companies bring unstructured data into compliance with document retention and electronic discovery laws and regulations. It incorporated document and records management functionality into its product portfolio so that customers could store and manage documents in one central repository.

With Alfresco, RR customers can archive and maintain full control over a range of e-mails, documents and enterprise content which must be captured, retained and made available for compliance and litigation purposes. By controlling documents throughout their lifecycle, customers can save upwards of 50 percent on e-discovery and regulatory compliance—all without asking users to change how they work.

By combining deep knowledge of the litigation vertical with Alfresco's expertise in records and document management, Rational Retention is setting the standard for document lifecycle and discovery response solutions.

"With enterprise scalability, auto-classification, preserve in place, advanced analytics and integrated review and production, we provide a complete solution at a fraction of what it would cost to cobble together point products."

-Michael McCreary

CEO,
RATIONAL RETENTION





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alfresco.com

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Get started today!

Schedule a live demo at **alfresco.com/easyRM**