



Create tomorrow

RECORDS MANAGEMENT

Smart Compliance by IQBG

As part of *Smart Compliance*, an Outcome-as-a-Service offering from IQBG and Mint Group, **Records Management** is a top priority within the modern workplace, managed and governed through the combination of expert consultation, industry best practices and managed services.

WHY RECORDS MANAGEMENT?

- Information has become the most important asset in many organizations: essential to managing the business, making informed decisions, and achieving goals.
- The governance and risk management of this information has become critical.
- ECRM provides a framework of practices and technologies that work in an integrated fashion across the organization to manage information.

RECORDS MANAGEMENT PROCESS



Capture Classify



Manage



Archive



Discover



Dispose

BENEFITS OF RECORD MANAGEMENT

Retention Labels and Policies

One Solution across Files, Sites, Emails and Chat

Information Protection and Data Loss Prevention

File Plan and Retention Schedules

Deep Integration with Office365 Products

Al-driven and Rules-based Auto-Classification eDiscovery

Comprehensive Workflow Capabilities

Event-Driven Records Lifecycle **30**%

of working day is spent searching for information (Source: IDC)

The current reality of records management



Good Technology can still be incorrectly implemented



Records Management methodologies are vital



Adoption and Change Management is Key



Full Content Lifecycle must be Properly Planned



Content and Team Sprawl is a Too Often Reality

OFFICE 365 DATA GOVERNANCE FRAMEWORK

Implement Enterprise
Content and Records
Management (ECRM)
in Microsoft 365
(M365) to ensure
frictionless
collaboration and
comprehensive
governance within
your organization.

IMPORT

GOVERN

MONITOR

Capture/ Import

Intelligent import of onpremise Microsoft and third-party data Classification, Policy, & Sensitive Types

Manual and autoclassification of content to apply the correct governance policies Retention, Archival, & Disposition

System-enforced lifecycle disposition workflows and defensible deletion processes Dashboards, Insights, & Reporting

Monitoring reports and intelligent trend identification and suggestions Audit, Supervision, & Defensibility

Data investigation, eDiscovery / FOIA, forensics, automated audit alerts, and notifications

SOLUTION OFFERING



Consulting & Assessments

Rapid assessment of operations that results in:

- ECRM Strategy
- · Business requirements
- Roadmap for implementation.



ECRM Solution/ Configuration

Leader in implementation of ECRM Solutions. This includes configuration of current and implementation of new and supplementary technologies.



eDiscovery/FOIA

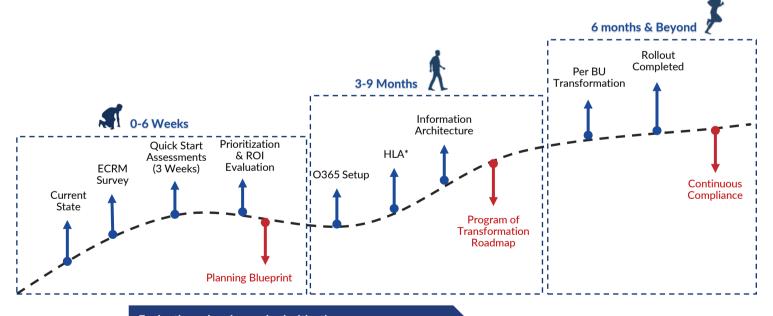
Services and support in Identifying, collecting and producing electronically stored information in response to a request for production or lawsuit/investigation.



Support & Maintenance

Assisting our clients to reduce TCO through appropriate support, knowledge-transfer and training; ensuring continued improvement and solution optimization.

CONTINUOUS MONITORING, REMEDIATION AND ALIGNMENT



Evaluation, planning and prioritization

* Enterprise and/or Departmental HLA's

Adoption, Training & Change Management



