



Information is our forté Practice Area Profile

Cadence Group draws on more than 15 years of experience in library science, information architecture, and technology solutions to help clients get valuable information to people who need it the most.



GSA Contract Holder

Benefits

- ▶ Reduce the risk of loss and damage to vital records
- ▶ Increase records retrieval efficiency
- ▶ Protect confidentiality and security
- ▶ Enforce consistent retention policies
- ▶ Reduce costs associated with records retrieval, storage, and maintenance
- ▶ Reduce risk of litigation costs and non-compliance penalties

Records Management

Information Challenge

In today's information-rich environment the creation, retrieval, sharing, and maintenance of records is becoming more complex and expensive.

Voluminous amounts of records are created daily. In addition, you must apply comprehensive policy, procedure, and access controls to manage the information and content found in these records. There are also retention, regulatory, privacy, and litigation issues to consider.

Records must be maintained for the correct length of time and adhere to all relevant regulatory requirements. Also, many records contain sensitive information and fall under the constraints of privacy laws.

Without a "legally defensible" retention policy, a company runs the risk of failing to preserve required records or failing to produce all relevant records when compelled to do so, which may result in the judicial inference of "spoilage." The consequences of failing to produce and preserve required records can include sanctions, fines, and even jail sentences.

All of these factors pose challenges for managing your records. Thus, you need to know how to get your paper records and electronic documents compliant and secure in the most efficient and economical way.

Cadence Group Solution

Cadence Group® provides Records Management (RM) solutions that help private and public companies achieve economical, efficient, and regulatory-compliant processes for managing paper records, electronic documents, and other media.

Unlike traditional RM software companies or off-site records storage companies who focus on only one discipline, Cadence Group objectively considers the broad implications of information management (IM) decisions. As a result, you receive a comprehensive and unbiased opinion about what solution is best for your organization.

Whether you need evaluation of an existing RM program, new processes for protection and retrieval of records, or the staff to run a records center, Cadence Group provides the necessary RM services with flexible pricing and delivery options.

All-inclusive Approach

Cadence Group's all-inclusive approach to RM incorporates physical, electronic, and communication records across your enterprise. You benefit from our proven methodology that includes:

- ▶ Assessing your existing RM program
- ▶ Making recommendations concerning policies, procedures, and processes
- ▶ Developing and implementing an approved solution

The RM solution typically includes:

- ▶ Evaluating off-site storage to stop growing a stockpile of unnecessary materials and lower the costs of records storage, retrieval, and delivery
- ▶ Developing an imaging decision matrix that eliminates unnecessary imaging, improves staff productivity, and reduces the expense of redundant cost/benefit evaluations
- ▶ Applying lifecycle management practices to your records to ensure consistent application and enforcement of retention regulations and requirements
- ▶ Providing ongoing industry research and analysis that gives you information on emerging technologies and practices for RM, as well as cost reduction opportunities to support future decisions

Risk Mitigation

We are aware that the threat of litigation and the discovery process can severely impact the resources of your organization. Our goal is to help you reduce the risk and exposure of increased discovery and defense costs

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To learn how you can create a sound and efficient records management program, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.



associated with your recordkeeping system by taking the following actions:

- ▶ Prioritize high-risk areas of your company and determine the best way to keep what is required and track what you need for reporting to avoid penalties and fines for non-compliance.
- ▶ Develop short-term recommendations and strategies for RM that mitigate risks and improve workflow while also positioning you for long-term enhancements.
- ▶ Use our disaster recovery experience in the IT arena to help you integrate business continuity and disaster recovery principles into your RM program.

Benefits

Cadence Group's broad, unbiased approach to RM helps you ensure compliance and enforce consistent retention policies across your enterprise, while reducing off-site storage costs, protecting vital records, and cost effectively gaining on-line access to frequently-used records.

Our focus is on increasing records retrieval efficiency, improving staff effectiveness, protecting confidentiality and security, reducing the risk of loss and damage to vital records, and eliminating costs and risks associated with storing unnecessary materials.

Doing Business with Cadence Group

Cadence Group has more than 15 years' experience servicing a variety of clients including corporations, law firms, technology companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated assessments for future considerations.

Whether you need research, records management, taxonomy development, knowledge management, or the staff to run a virtual/physical library, Cadence Group offers the requisite Staffing, Consulting, and Outsourcing services to fill your needs.

- ▶ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them — for temp, temp-to-hire, and direct-hire placements.
- ▶ **Consulting** services help you define your IM needs, develop custom solutions, and train users in new processes and systems.
- ▶ **Outsourcing** services provide a cost-effective way to run an IM business operation outside your core competencies. With outsourcing solutions, we take care of everything — management, staffing, and day-to-day operations — saving you as much as 30% on the cost of running many business operations.
- ▶ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with *PRO-Net* and the Central Contractor Registration System of the Department of Defense.
- ▶ **Partnerships** — Cadence Group forms partnerships with software vendors, Internet Service Providers, and other IT companies. We help our partners integrate their technology solutions with our proven information and knowledge management services.

For More Information

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