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YOUR GUIDE TO DOCUMENT MANAGEMENT STRATEGIES

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NJ TRANSIT Embraces Technology to Enhance Records Management Process Agency Selects Archive Systems for Off-Site Business Records Storage

Covering a service area of 5,325 square miles, NJ TRANSIT is the nation's third largest provider of bus, rail and light rail transit, linking major points in New Jersey, New York and Philadelphia. The agency operates a fleet of 2,027 buses, 711 trains and 45 light rail vehicles, providing nearly 223 million passenger trips each year. With the growing number of employees and resources needed to support this service, the volumes of paperwork and files began to increase as well. In order to manage this information more effectively, NJ TRANSIT began the search for an off-site hard copy records storage service provider. The agency selected Archive Systems, the premier provider of on-demand document management services.

NJ TRANSIT is utilizing Archive Systems' business records storage service, complete with barcode tracking, system-driven workflows, and sophisticated records management systems to store human resources, accounts payable and other administrative and operational documentation. Archive Systems enables NJ

TRANSIT to order and track inventory remotely by the box or file and manage their collection with 24/7 customer service.

"We recognized that with Archive Systems we have a great opportunity to enhance our records management program and take it in a new direction," stated Lenny Tannenbaum, Director of Records & Information Management at NJ TRANSIT. "Partnering with a vendor that incorporates on-demand document management technology into its process will allow our organization to easily adopt new technologies at our own pace."

"With day-to-day records management operations integrated with the other services at Archive Systems, it is simple for an organization like NJ TRANSIT to adopt emerging technologies," stated Rick Kushel, CEO of Archive Systems. "The demand in the marketplace for our innovative services validates our approach to business, which utilizes technology to stand apart."



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How Effective Is Your Records Management Program?

Evaluating Compliance, Risk and Cost

Government regulations specifying how information must be handled keep changing while the volumes of paperwork companies are managing keep increasing. In order to meet the challenges in this new environment, more and more organizations are reevaluating the effectiveness of their records management programs. When determining how effective your current program is, there are three critical areas that must be analyzed: compliance, risk, and cost.

misplaced. You also can no longer simply leave critical information in a file cabinet or discard paper in the trash. In the wrong hands, files and paperwork containing confidential information can be used to steal the identity of employees or customers, provide competitors with vital records, and threaten the integrity of your company. FACTA is just one of the regulations that describe how documents must be securely destroyed.

has to determine if it has the resources and expertise to effectively manage its records internally or if it should rely on a full service, off-site, hard copy storage provider. If a company decides to take on this responsibility in-house, they are pulling staff and office space away from core business initiatives. A significant investment also must be made to build the necessary infrastructure and incorporate the latest records management technologies in order to ensure the proper retrieval of information. This means that continual upgrades will need to be performed on internal systems.

Turning to a records management provider may turn out to be the best approach for ensuring that your company's program reduces risk, cuts costs, and achieves compliance. Records management providers are able to achieve economies of scale, which enables them to perform a variety of services for less cost than when handled internally. In order to remain competitive, the leading providers also continually integrate the latest technology so that records can be indexed,



If your records, files and paperwork just keep growing

And storage demands are pushing you to the limit

Then you need ...

 Archive Systems

Depending on your industry, you must adhere to such regulations as the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Gramm-Leach-Bliley (GLB) Act, the Fair, Accurate Credit Transactions Act of 2003 (FACTA), and Sarbanes-Oxley (SOX). Try telling a federal regulator that you were unaware of a regulation that affects your business and you'll receive a cold reception. Regardless of the reason, if your company isn't compliant and fails to protect its information, you may face fines and possible criminal charges.

Along with following all of the regulations, your company faces new risks if documents are lost or

The final factor to consider when evaluating your records management program is cost. You not only have to consider the costs involved in achieving compliance but also the costs to the company if information is lost. When records storage and retrieval is handled in-house, managers spend an average of four weeks each year searching for or waiting on misfiled, mislabeled, untracked or lost information. Office workers can waste up to two hours a day looking for misplaced paperwork. Large organizations also lose a document every 12 seconds while the average cost of recreating a one-page document is \$180.

After weighing all of these factors, a company

When records storage and retrieval is handled in-house, managers spend an average of four weeks each year searching for or waiting on misfiled, mislabeled, untracked or lost information.

stored and retrieved in the shortest time possible. This may include a virtual file delivery service that offers immediate access to records over a secure Internet connection.

One provider that organizations from a variety of different industries have been turning to in order to enhance their records management programs is Archive Systems. The company provides a full service, off-site, hard copy storage solution, which empowers you to manage the document lifecycle from Source-to-Shred. This includes secure document storage and retrieval, delivery, indexing, virtual file delivery, destruction, and consulting services. With multiple Record Center facilities, complete with barcode tracking, system-driven workflows, and sophisticated records management systems, Archive Systems keeps your records protected yet easily accessible.

By utilizing a service provider such as Archive Systems, companies are able to reduce the risk of loss and damage to vital records, ensure regulatory compliance, increase records retrieval efficiency, and protect confidentiality and security. All of this is accomplished while reducing the costs associated with records storage, retrieval and maintenance.

US Capital Mortgage Selects Archive Systems for Off-site Business Records Storage

Advanced Records Management Solution Provides Fast and Reliable Service

As a licensed mortgage broker, US Capital Mortgage works with various lenders that offer leading edge loan programs in order to find the loan and terms that meet the needs of their customers. Each loan generates a large amount of paper documents that must be properly managed. In fact, a single loan file can contain well over 200 pages. After an extensive search for the right records management solution, US Capital Mortgage selected Archive Systems, the premier provider of on-demand document management services.

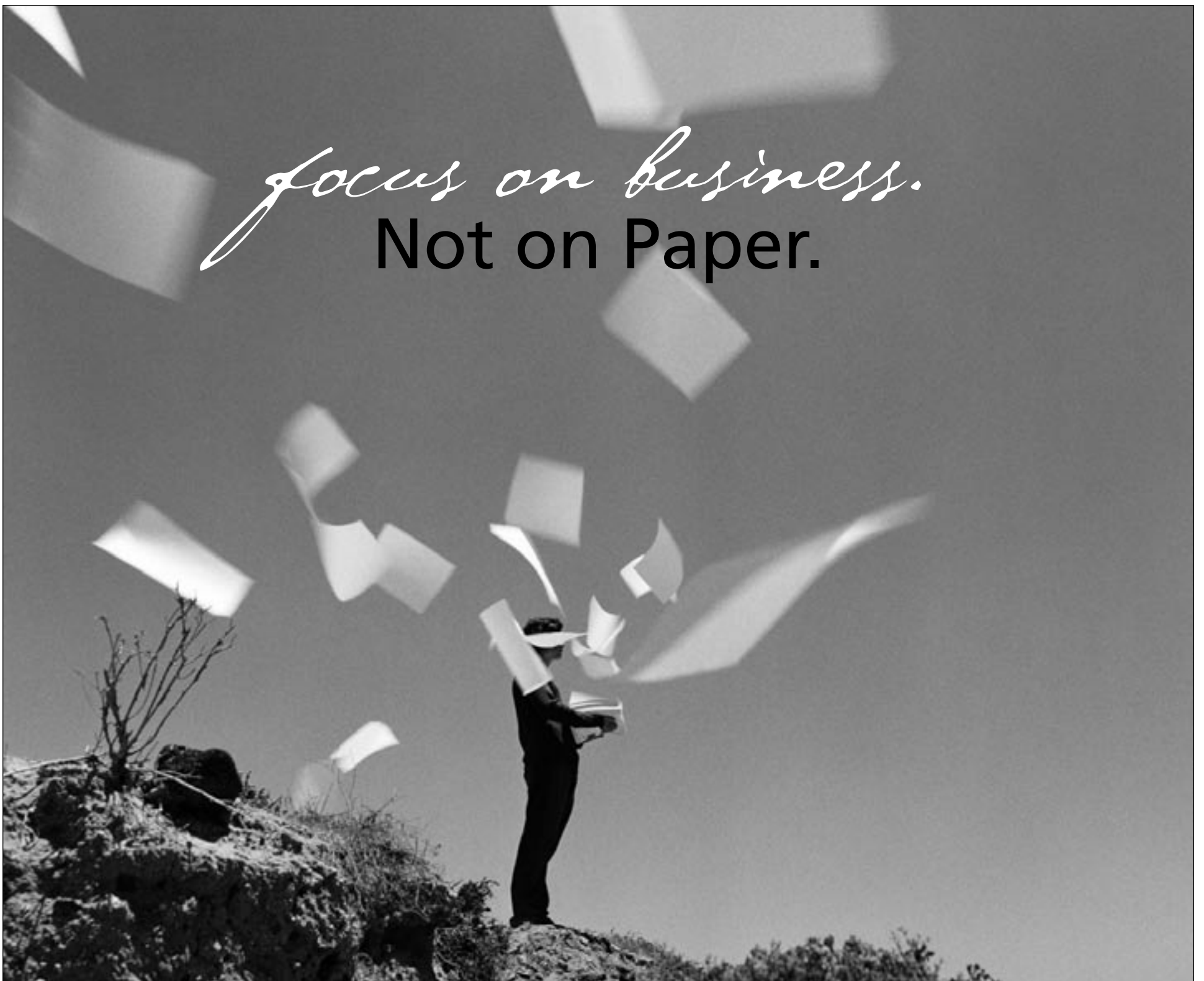
US Capital Mortgage is utilizing Archive Systems' full service, off-site, hard copy storage

solution, which offers secure document storage and retrieval, delivery, indexing, and certified destruction. In addition, US Capital Mortgage takes advantage of Archive Systems' Scan-on-Demand service, which delivers requests for hard copy documentation electronically for US Capital Mortgage staff to view instantly. This Web-based Document Imaging service enables the company to consolidate and centralize client files and access them instantly through a standard Web browser.

"We were looking to enhance our records management program by partnering with a full service, off-site, business records storage provider," stated Candy Clemens, Accountant

of US Capital Mortgage. "The services that Archive Systems provides will give our loan officers quick and reliable access to loan files and will greatly improve our records management practices."

"US Capital Mortgage now has a comprehensive records management program that protects their critical loan files while reducing risk, controlling costs and supporting compliance efforts," stated Rick Kushel, CEO of Archive Systems. "They also benefit from strategic delivery options such as secure email delivery of files, which provides instant access to time-sensitive documents."



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Archive Systems Completes \$11.5 Million Series B Funding Investment Led by The Carlyle Group

Archive Systems, Inc., a premier provider of document process automation solutions, recently announced that it has completed a Series B round of funding led by The Carlyle Group, with the balance coming from existing investors Edison Venture Fund and NJTC Venture Fund. The \$11.5 million in new funds increases the company's total capital raised to \$20 million. This new capital will be used to expand sales and marketing activities and continue product development as well as infrastructure build-up. The company will add Brian Hayhurst, Managing Director, U.S. Venture for The Carlyle Group, to its Board of Directors.

"This investment, led by The Carlyle Group, along with the continued support of our Series A round investors, represents a tremendous vote of confidence in Archive Systems and our solution," said Rick Kushel, CEO of Archive Systems.

Archive Systems provides services that automate and streamline complex processes to manage the flow of document-based work. The company enables organizations to eliminate paper and electronically bridge the

gaps between partially-automated business processes. The company provides a wide range of solutions including highly specialized feature sets targeting specific industries and functional areas including: Accounts Payable, Human Resources, Mortgage Lending and Broker/Dealer.

"Business applications require data, but in many cases the source for this data is unstructured – paper documents, faxes, emails, etc – which must be manually processed. The big breakthrough comes from eliminating the paper and virtualizing the processes," added Kushel. "We provide our clients with a strategic, breakthrough solution that bridges the gap from the unstructured sources to their business applications."

"The business trend is favoring Software-as-a-Service (SaaS) rather than purchasing an 'on premise' solution that requires additional hardware and software," stated Hayhurst. "Archive Systems' innovative solutions and SaaS delivery model makes them a compelling choice for prospects and an appealing investment for The Carlyle Group."

