

# Simple just got easier.



Unleash Your Full Business Potential with  
MaxxVault Document Management

## | RECORDS MANAGEMENT AND COMPLIANCE

**Managing your corporate documents and information is a huge task in today's digital age. You have to deal with hardcopy documents, electronic documents coming in from various sources, shared drives for document storage, employee data storage on personal machines and the list goes on and on.**



How do you protect your business today? Records management and compliance is more than just protecting documents and information - it's protecting your employees and your business as a whole. Over the last decade new regulatory and business policies have been mandated, dictating which documents are important records, and have introduced new privacy rules and document retention rules. All of these new policies and rules make manual compliance and records management almost unmanageable. Moreover, in today's litigious society, record keeping problems could spell disaster to an organization. MaxxVault Enterprise is a solution that can help you get your important records organized and also help you meet your legal compliance needs.

Determining how long your organization needs to retain information varies. There are legal regulations

such as HIPAA, SEC, Sabanes-Oxley, etc. that dictate how documents are handled and eventually how they are disposed of. These rules vary from department to department, document to document. However, once the task of identifying how documents need to be handled is completed, there is no need to manage these documents manually. Storing the documents into the MaxxVault repository enables automating the assignment of appropriate retention and handling rules based on the documents' classification. Security levels ensure that only the appropriate staff members have access to the information within the document. MaxxVault can even help ensure that documents sent out from your organization follow proper privacy guidelines.



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[www.MaxxVault.com](http://www.MaxxVault.com) | 24x7 Support Line: 877 842-9500 Option 2

Using MaxxVault's "Legal Hold" feature gives your records managers even more control. Due to legal or government action, some of your corporate records may be designated as vital or essential to the lawsuit or investigation. By placing a document in "Legal Hold" it is frozen, preventing deletion. The "Legal Hold" status of a document trumps any rules-based deletion that may exist as part of its normal records management or compliance classification. MaxxVault can also put an "E-mail Hold" and "Print Hold" on documents as well. Using MaxxVault as your Electronic Document Management System not only ensures that you can produce legally important documents quickly, but that they are not destroyed. The "Legal Hold" option adds

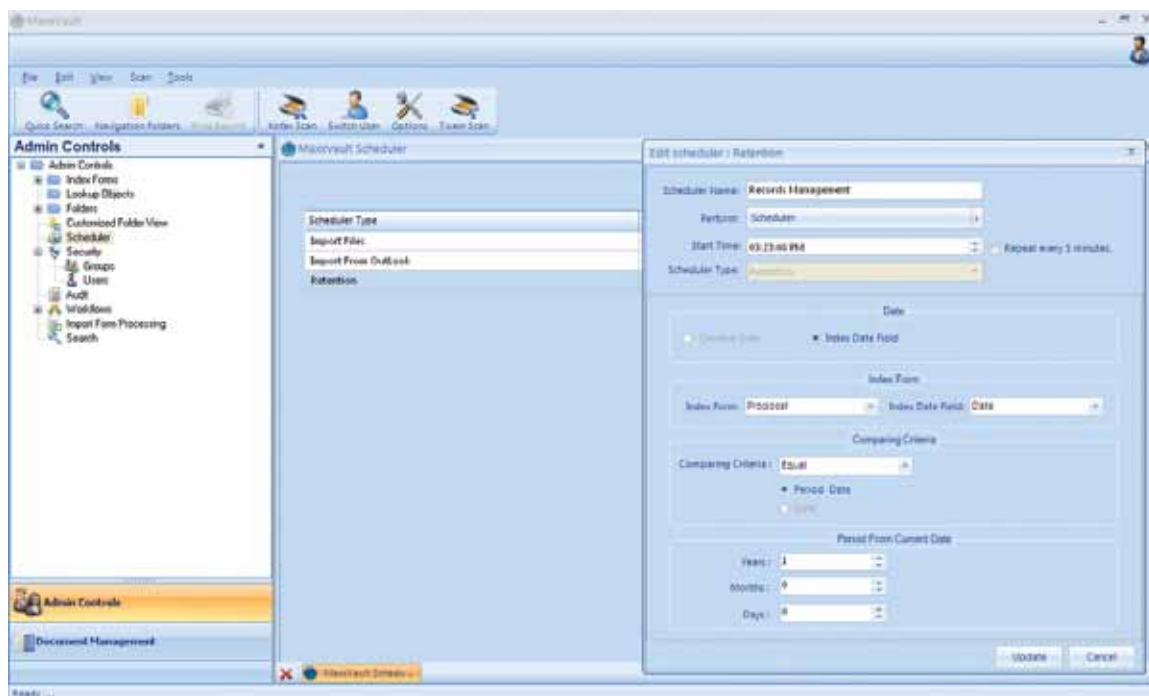
another layer of protection against penalties that can be levied for failing to produce demanded information.

Using MaxxVault can also protect your organization by ensuring that you eliminate documents that have expired. In this way, MaxxVault protects against having too much information.

Records management is an essential part of every business. Using MaxxVault Enterprise to help manage your records will aid in preventing crippling fines for failing to comply with government regulations and ensure that you have only what is necessary to counter a lawsuit.

## Benefits

- Enforce compliancy with minimal effort
- Complete audit trail of activity
- Implement retention policies
- Legal Hold - freezes sensitive documents
- Reduce litigation risks
- Standardization and automation make for more reliable recordkeeping
- Better decision making through information accuracy
- Reduced risk of non compliance with applicable laws and regulation
- Mitigated risk of having documents beyond their required retention period



MaxxVault®