

# Xerox® DocuShare® for Archival & Long-Term Records Management

Organizations looking to archive and manage records over the long term often face challenges in ensuring data quality, accuracy, and access. Xerox® DocuShare® content management platform provides cost-effective, end-to-end capture, categorization, and indexing of records, so you can digitize and organize efficiently, securely, and effectively.

## DIGITAL ARCHIVE & LONG-TERM RECORDS MANAGEMENT SOLUTIONS

Xerox DocuShare transforms records lifecycle, archives, and records management across all stages of the lifecycle, from creation all the way through disposal. DocuShare helps you digitize, manage, access, and dispose of records while leveraging workflow automation to ensure the security and integrity of records.

### Digitization and Automation

Leverage DocuShare's comprehensive solutions for migrating long-term records to digital formats for storage and access, from archival scanning to digitizing records.

### Records Retention and Destruction

Support your business operations and comply with regulations governing how long records are maintained. Avoid compliance risks and unnecessary storage costs by using DocuShare to establish and maintain accurate records retention and destruction schedules.

### Security, Access, and Scalability

Empower your distributed and hybrid workforces with access to records and audit trails of who has accessed which records and when. Maintain control over confidentiality with robust security protocols and easy scalability tied to your storage needs.

### Preservation of Vital Records

Securely store and maintain vital records to ensure their authenticity. Deliver peace of mind with electronic authentication of records, digital signatures, reliable redundancy, and backups to ensure that data is not lost in an emergency.

Support digital transformation with Xerox® DocuShare® content management platform for archival and long-term records management. Experience a curated collection of capabilities to enhance every interaction across the physical and digital divide.

Learn more about working better through digital transformation with DocuShare at [www.xeroxscanners.com/docushare](http://www.xeroxscanners.com/docushare)



## ARCHIVAL & LONG-TERM RECORDS MANAGEMENT CHALLENGES:

- Accessibility
- Preservation
- Compliance
- Organization
- Culture of compliance
- Purge guidelines
- Retention schedules
- Final disposition process
- Archival cycles
- Underutilization of current ECM
- Identification of data for permanent retention
- Transparent audit review and tracking
- Paper and digital records
- Secure scanning and printing
- Disposition logs

## DOCUSHARE OUTCOMES:

- Increased integration and mobility
- Compliant retention and purge cycles
- Faster and more efficient processes
- Secure archival capture
- Better sharing capability
- Increased collaboration
- Sustainability

## XEROX DOCUSHARE SEAMLESS INTEGRATION CAPABILITIES:

- ERP
- AP Applications
- CRM
- Digital Signature
- EMR
- Let's Talk!