

CATSWEB RECORDS MANAGEMENT

ELECTRONIC RECORDKEEPING AND COMPLIANCE

High profile corporate compliance scandals have thrust records management—the practice of maintaining records for the proper amount of time until they are destroyed or archived according to corporate policy—into the spotlight, making it a critical issue with industry and government regulations. CATSWeb Records Management addresses your key business requirements for electronic recordkeeping and compliance, allowing you to quickly realize a return on your investment, enforce compliance, and lower your exposure to legal risk.

Automating for Effectiveness

CATSWeb Records Management allows simple and effective compliance with corporate record retention policies by automating the process of archiving or purging records and documents that meet configurable criteria.

KEY BENEFITS INCLUDE:

- Reduced risk by assuring that corporate record retention policies are consistently and automatically enforced.
- Ease of compliance with regulatory requirements and standards related to records management (ISO 15489, DoD 5015.2, NARA laws and statutes, FDA predicate rules, Sarbanes-Oxley Act, HIPAA, etc.).
- Lower costs by minimizing data storage requirements.
- Improved productivity and effectiveness of administrative staff by eliminating what was previously a tedious, labor-intensive, error prone process.
- Minimized legal liabilities by ensuring that records are kept for only as long as they are useful and needed, consistent with corporate policies.
- Easy storage and retrieval of archived records via integration with CATSWeb's record level audit trail and built-in query and search engines.

Making Regulatory Compliance Easy

Regulatory compliance should be easy, and CATSWeb Records Management was designed with this in mind. Authorized system administrators specify the characteristics of records and documents to be processed by creating queries or searches via the standard point-and-click interfaces they are already familiar with. Sets of queries and searches are then associated with record management jobs, which run automatically on easily configurable schedules. Since CATSWeb queries and searches can define criteria for any fields and span across all records (live or archived, including unstructured data inside of documents or files), limitless flexibility is available to handle even the most complex record retention policies.

CATSWeb Records Management includes effective security controls, ensuring that policy-based record archiving and purging is performed in a safe, controlled manner. For example, two different individuals can be required to independently review and approve record management jobs before processing is allowed to occur. Configurable transaction logging is built-in, easing process audits and system validation.

About AssurX

AssurX, Inc. provides global companies with enterprise quality management and regulatory compliance solutions. With a choice of OnDemand (SaaS) or OnPremise (licensed) software delivery options, AssurX's flexible, all-in-one system automates quality and compliance processes so issues can be centrally managed. It helps collect, organize, analyze and share information to better manage and improve quality and compliance performance everywhere in your enterprise.



“THE KEY PART OF THIS FEATURE ALLOWS US TO RETAIN AND ARCHIVE THOSE RECORDS THAT NEED TO BE RETAINED. ONCE THOSE RECORDS HAVE MET THEIR BUSINESS PURPOSE, IT WILL ALLOW US TO MANAGE THEM IN A CONTROLLED FASHION AND DELETE THEM PER STANDARD OPERATING PROCEDURE.”

Senior Quality Scientist
Compliance QA
Access Business Group



AssurX, Inc.
18525 Sutter Boulevard
Suite 150
Morgan Hill, CA 95037
Tel 888.927.7879
Fax 408.776.1267
www.assurx.com