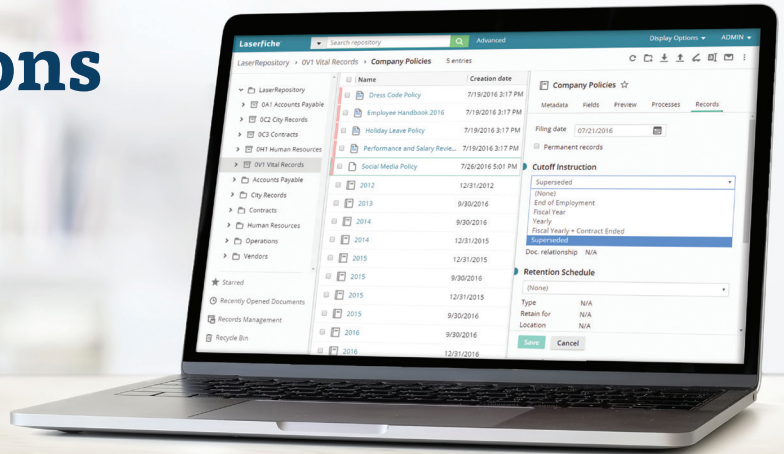


Simplify Operations and Maintain Records Integrity



Preserve
Records Integrity



Centralize
Records



Automate
Records Retention

Records Management

Governance and compliance can be a seamless part of the way you work. Easily manage the lifecycle of documents, comply with regulatory mandates as well as support e-discovery and data retention policies.

- **Enforce compliance from the moment records are created** with Department of Defense 5015.2-certified records management.
- **Ensure long-term data preservation** with a standard format that meets Victorian Electronic Record Strategy requirements.
- **Form a complete record of organization-wide activity** by auditing user actions across devices, including system login/logout, document creation and destruction, password changes and more.
- **Protect information from unauthorized access or disclosure** — down to individual folders, templates and fields.
- **Simplify compliance** with stringent regulatory requirements with nonrewritable, nonerasable formats — and automatically track where each record is in its life cycle.

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