



Create tomorrow

RECORDS MANAGEMENT

Smart Compliance by IQBG

As part of *Smart Compliance*, an Outcome-as-a-Service offering from IQBG and Mint Group, **Records Management** is a top priority within the modern workplace, managed and governed through the combination of expert consultation, industry best practices and managed services.

WHY RECORDS MANAGEMENT?

- Information has become the most important asset in many organizations: essential to managing the business, making informed decisions, and achieving goals.
- The governance and risk management of this information has become critical.
- ECRM provides a framework of practices and technologies that work in an integrated fashion across the organization to manage information.

RECORDS MANAGEMENT PROCESS



Capture



Classify



Manage



Archive



Discover



Dispose

BENEFITS OF RECORD MANAGEMENT

Retention Labels and Policies

File Plan and Retention Schedules

eDiscovery

One Solution across Files, Sites, Emails and Chat

Deep Integration with Office365 Products

Comprehensive Workflow Capabilities

Information Protection and Data Loss Prevention

AI-driven and Rules-based Auto-Classification

Event-Driven Records Lifecycle

30%

of working day is spent searching for information
(Source: IDC)

The current reality of records management



Good Technology can still be incorrectly implemented



Records Management methodologies are vital



Adoption and Change Management is Key



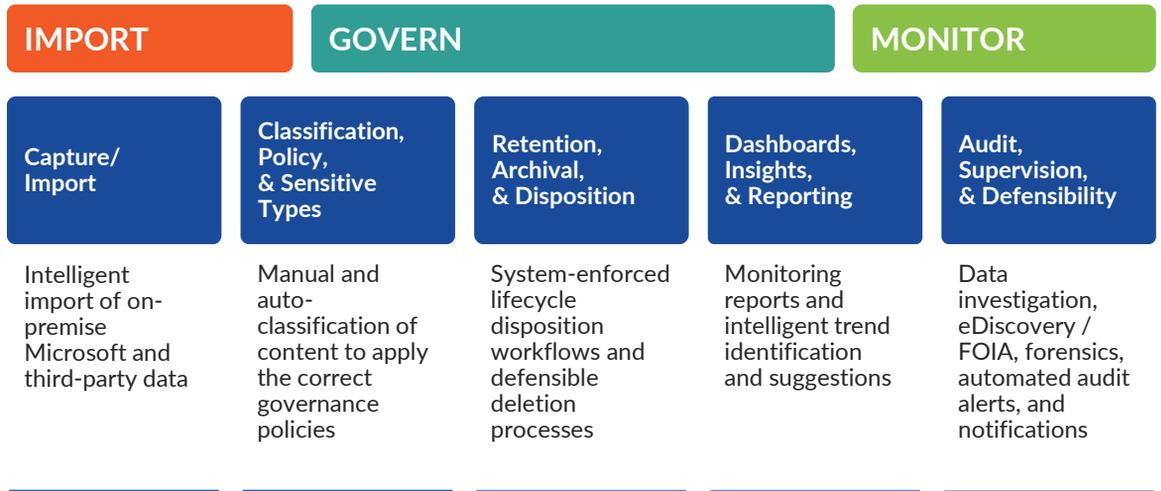
Full Content Lifecycle must be Properly Planned



Content and Team Sprawl is a Too Often Reality

OFFICE 365 DATA GOVERNANCE FRAMEWORK

Implement Enterprise Content and Records Management (ECRM) in Microsoft 365 (M365) to ensure **frictionless collaboration** and **comprehensive governance** within your organization.



SOLUTION OFFERING



Consulting & Assessments

Rapid assessment of operations that results in:

- ECRM Strategy
- Business requirements
- Roadmap for implementation.



ECRM Solution/ Configuration

Leader in implementation of ECRM Solutions. This includes configuration of current and implementation of new and supplementary technologies.



eDiscovery/FOIA

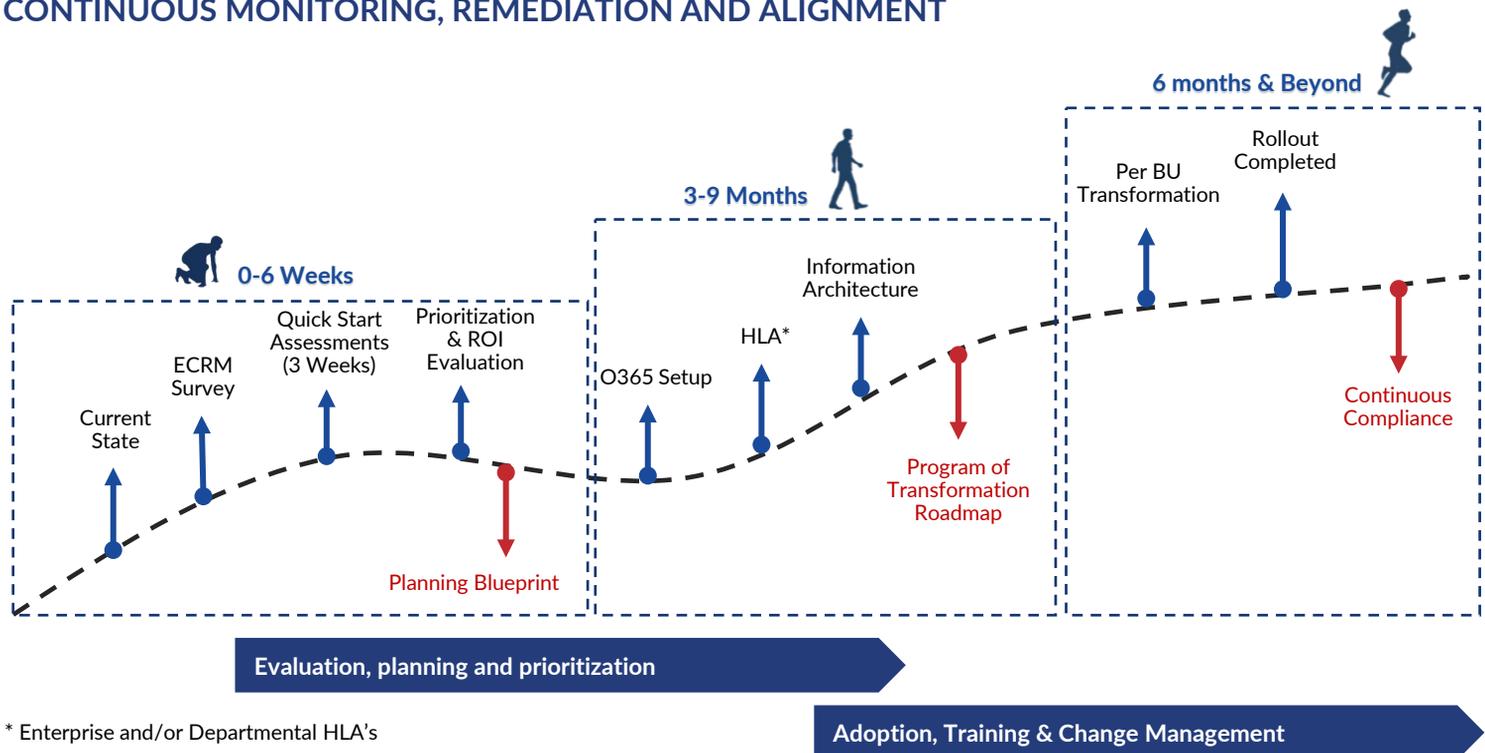
Services and support in identifying, collecting and producing electronically stored information in response to a request for production or lawsuit/investigation.



Support & Maintenance

Assisting our clients to reduce TCO through appropriate support, knowledge-transfer and training; ensuring continued improvement and solution optimization.

CONTINUOUS MONITORING, REMEDIATION AND ALIGNMENT



* Enterprise and/or Departmental HLA's

