



Records Management

– easy and secure

Records Management is a business-critical capability, and having the ability with CARA to streamline processes and reduce costs is a major benefit. CARA provides full functionality for controlling the creation, distribution, use, maintenance, and disposition of recorded information, which needs to be maintained as evidence of business activities and transactions.

The screenshot displays the CARA web application interface. On the left, there is a map showing several red location pins across North and South America. The main area is a search results table with the following columns: Name, Created, Created By, Modified, Modified By, and Lifecycle state. The table contains 17 rows of document records.

Name	Created	Created By	Modified	Modified By	Lifecycle state
adidas	9/1/2009 11:53 AM	Ben Ross	9/1/2009 11:53 AM	Ben Ross	Draft
Ben Year 20	9/2/2009 2:42 PM	Ben Ross	9/2/2009 2:20 PM	Ben Ross	Obsolete
Ben Year 21	9/1/2009 12:14 PM	Ben Ross	9/1/2009 12:14 PM	Ben Ross	Draft
Ben Year 22	9/1/2009 12:16 PM	Ben Ross	9/1/2009 12:16 PM	Ben Ross	Approved
Ben Year 23	9/1/2009 1:27 PM	Ben Ross	9/1/2009 1:27 PM	Ben Ross	Draft
Ben Year 24	9/1/2009 1:29 PM	Ben Ross	9/1/2009 1:29 PM	Ben Ross	Draft
Ben Year 25	9/1/2009 4:25 PM	Ben Ross	9/1/2009 4:25 PM	Ben Ross	Approved
Ben Year 26	9/1/2009 5:10 PM	Ben Ross	9/1/2009 5:10 PM	Ben Ross	Approved
Ben Year 27	9/1/2009 5:14 PM	Ben Ross	9/1/2009 5:16 PM	Ben Ross	Obsolete
Ben Year 28	9/2/2009 9:57 AM	Ben Ross	9/2/2009 9:57 AM	Ben Ross	Draft
Ben Year 29	9/2/2009 10:59 AM	Ben Ross	9/2/2009 1:40 PM	Ben Ross	Approved
Ben Year 30	9/2/2009 2:25 PM	Ben Ross	9/2/2009 2:47 PM	Ben Ross	Approved
Ben_7and26	9/1/2009 11:29 AM	Ben Ross	9/1/2009 11:29 AM	Ben Ross	Draft
Ben_10and5	9/1/2009 2:28 PM	Ben Ross	9/1/2009 2:20 PM	Ben Ross	Draft
BenTest	9/1/2009 5:14 PM	James Kallher	9/1/2009 5:14 PM	James Kallher	Approved

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FILE PLAN

Create File Plans or choose one of our preconfigured ones. These define retention periods, disposition rules, folder locations (if appropriate – they can also be driven by document type). Assigning a record to a file plan will bring all the associated documents under the control of these rules.

eRECORDS

Secure electronic records based on the file plans, attaching multiple documents to a single record if required. The documents can be in CARA or a linked system, but are prevented from being modified or deleted for the period of the defined retention.

PAPER

Create a record of paper files, which can include definition of location (configurable, e.g. building / room / cabinet numbers) as well as geo-tagging which allows a maps-based search for records. Bar codes additionally allow association of paper records with the electronic record.

DISPOSE

The important corollary to retention is proper destruction or purging of records at the end of the retention periods. Again, you can define multiple purging categories, and specify the decommissioning options (e.g. remove content only and keep metadata, move to archive, completely destroy).