CARA Hub for Records Management

The CARA Hub is a cloud-based solution that connects to your existing solution or source system to provide streamlined, compliant records management and archival.
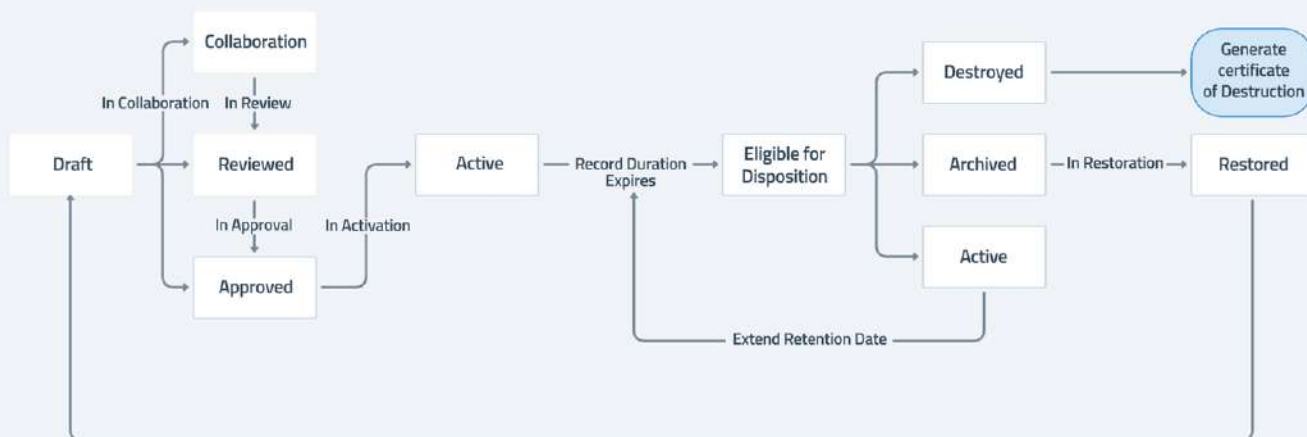
Providing full functionality for controlling and automating the creation, distribution, use, maintenance, archival, and disposition of recorded information, while providing access to all required data through reports and dashboards in a single environment. CARA Hub allows users to control the entire lifecycle of corporate records to automate and streamline processes, ensuring compliance and adaptability for future regulatory changes.

CARA Hub: Powered by AWS

Powered by the flexibility of AWS hosting, a private or multi-tenant cloud (depending on your security and compliance requirements) can be provided within a matter of days, with multiple archival storage options to create the most cost-effective solution for you.

Example Record Management Lifecycle

Customisable Retention Scheme

Create custom file plans or choose one of our preconfigured options. 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.

Compliant Archival & Disposition

Proper destruction or purging of records at the end of the retention periods is critical for security and compliance. Users can define multiple purging categories, and specify the decomissioning options such as: remove content only and keep metadata, move to archive, or completely destroy.

Secure e-Records

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

Paper File Management

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 for a map-based records search. Bar codes additionally allow association of paper records with the electronic record.

Plug & Play

The CARA Hub is pre-configured, requiring only a minor adaption and configuration to your enterprise's lifecycle, process, and taxanomy. The CARA Hub comes as standard with a 100% REST API to connect to any systems or solution, allowing for the record lifecycle to begin within a different system if required.

Manage all records with standardised rules

With Records Management on the CARA Hub, users can easily control the entire lifecycle of corporate records with comprehensive, configurable rules. Users can ensure regulatory compliance by standardising these rules across all types of content.

Why Choose CARA Hub for Records Management?

Manage Electronic & Physical Records, and Emails	Eliminate costly on-prem repositories & maintenance	Cost effective cloud storage options for archival	Overcome user delays with fast retrieval of records
Automated compliance and security	Drive data insight via reports & dashboards	Adapt to new regulations & data requests with one click	Eliminate manual & paper processes, delays, and costly, time-consuming errors

To see CARA Hub for Records Management in action,
speak to our team today at **sales@generiscorp.com**