

Information governance services

Manage data and address enterprise compliance.

Benefits

- Meet legal and regulatory requirements for storage, finding and retrieval of information
- Reduce physical space requirements
- Increase systems performance by archiving unproductive data
- Reduce the time and effort required to locate information
- Reduce the time and cost of work processes

Organizations have the need to manage both structured and unstructured data. The information is critical in ongoing business operations to respond to customer needs, record requests, internal and external audits, compliance and legal retention requirements.

Organizations no longer want to keep rows of file cabinets consuming space. But even in the digital era, out of date files and documents that are outdated consume storage or may be a financial liability to keep. It is too time consuming to manually purge the paper files, and with electronic information, inaction is easier so that information is available “just in case” it is needed. Filing, refiling, misfiling, purging and the loss of documents are all costs that can be avoided.

Maintaining the right historical and real-time data and information provides the platform and guidance to drive future business plans. Having well-managed and accessible data is critical for effective decision making.

Preserve information and support compliance

Perspecta can assess business and technical requirements and set out a path for implementation to increase productivity and achieve organizational objectives. We will evaluate how best to capture, manage, store, preserve, and deliver content and documents securely. We look at the information life cycle and align that with governance and compliance drivers, then consider technology to support the needs, budget and timeline. We have experience in diverse solutions and we will help you select the right path to success.

Specific services include:

- Physical documents scanned and ingested into an enterprise content management system (ECMS) for security, ease of access, management and eventual destruction
- Electronic documents, emails and file stores managed by an ECMS or enterprise records management system (ERMS) to provide a platform for eDiscovery and to ensure compliance with retention schedules
- Workflow and process automation enables synchronous task processing, minimizing completion time with quicker processing
- Application data is archived to minimize data management in a production system but can still be accessed for audits and compliance purposes
- Data consolidated into a data warehouse for continued access, providing knowledge and business intelligence

Why Perspecta

Perspecta has enterprise-wide expertise in delivering ECMS, ERMS and structured data retention solutions for federal, state and local government customers.

We are knowledgeable on leading document and content management systems and help our customers more efficiently manage and optimize their data, identify opportunities to reduce costs, mitigate risk, and increase value to their business and mission.

