# OmniRIM™
## Physical Records Management

Ensuring Information Governance and
Consistent Corporate Policy Enforcement

OmniRIM Physical Records Management (PRM) is a highly configurable, sophisticated, on-premises solution that gives organizations the power to manage and control their business-critical information. OmniRIM PRM helps reduce the risks and costs of controlling records for compliance and legal discovery throughout their life cycle.

### Document, File and Box Management
Create, classify, edit, circulate, search and retrieve records quickly and easy. Configure advanced metadata input requirements and perform global updates.

### Classification Management
Apply predefined file plan(s) to any records or group of records and enable search by classification types. Control your classification structure through an approval process.

### Secure Access
Request and return files and boxes from physical storage. Process and track check-ins, check-outs and pass-alongs for an auditable chain of custody.

### Retention Schedule and Disposal
Track records in active, semi-active, archive and disposal stages. Monitor the "who, when and why" of disposition decisions.

### Holds
Allow designated users to create and apply holds. Permit multiple holds on a single record and apply inheritance rules. And improve your compliance with Auto-Holds.

### Reports & Metrics
Run standard or custom reports based on Crystal Reports®. View reports within the Administration Database Reports feature and export your data into spreadsheets.

### Enclosures
The enclosures feature provides the ability to add electronic documents to files.

### Carts
The cart feature allows you to add items to a group, and then perform operations such as request, transfer, export, etc. to the group of records.

**Access**
Information Protected.

OmniRIM PRM allows you to manage paper records throughout your organization, regardless of whether they are kept onsite, or offsite with a records management provider. OmniRIM helps your organization comply with prevailing laws and regulations, mitigate compliance risk and increase operational efficiency through business process automation and timely, defensible disposal of expired records.

## Benefits to Using OmniRIM PRM

### Trusted Partner

Leverage our 20 years of experience working in complex environments developing and implementing records management solutions. OmniRIM is a trusted solution that has passed rigorous audits in heavily regulated industries, such as Life Sciences, Accounting & Finance, and Oil & Gas.  It has a solid track record of performance by a number of Fortune 1000 companies across all industries.

### Security

We understand the importance of security and allow administrators to configure login authentication, password controls, and user and group access by function, department or type. OmniRIM also enables restriction of records for maintenance and/or viewing by user.

### Product Architecture

OmniRIM 10.0's .NET framework makes it compatible with the latest Microsoft development tools and SQL server, ensuring a high performance, stability, and compatibility with your environment.

### About Access

Access provides the U.S., Latin America and Caribbean with an end-to-end solution for all of your records management needs. We have over 20 years of experience implementing technology solutions for some of the world's most well-known companies. From document storage, imaging and conversion solutions to secure destruction services, Access is advancing how the world manages information with the very best service.

**InformationProtected.com**

**To find out how Access can help your business, contact our team today at 877.345.3546**

**TALK TO US TODAY**