

# FileBRIDGE<sup>®</sup> governance

## Physical and Digital Records Management Technology Solution

FileBRIDGE Governance is a **powerful cloud-based records management solution** that enables organizations to access, protect and defensibly control both physical and digital records.

Retention policies encompass all life cycle stages for physical and electronic records and citations to ensure defensible destruction. Built-in workflows preserve the chain of custody and keep your organization on top of policies and approvals. The real time metrics and built-in dashboards deliver insight into business with records management metrics that transform operational data into strategic, actionable information. Manage legal holds, apply consistent policy, and enforce retention and disposition policy from one application.



### Consistent policies reduce risks

FileBRIDGE Governance unifies electronic and physical records to provide a complete view with centralized control, while allowing easy access for authorized users. Enforce consistent classification, retention and disposal policies to minimize the risk and cost of litigation and regulatory oversight.



### Advanced File Plan Management

A hierarchal view of your entire file plan helps you easily define your record series, apply citations and end-to-end policies, and define user access rights. You can also review and search records that reside at each level of the file plan right from the management interface.



### Built-in Intelligence with Auto Holds

The intelligent workflows route requests and combine or divide them into work orders to be sent to the appropriate vendors or file-rooms. The Auto Holds functionality provides the ability to set up search criteria to add holds automatically to any newly created or edited records.

# Establish strong Information Governance and consistently enforce corporate policy.



File plan management that provides a hierarchal view of your entire file plan.



Electronic integration with third-party vendors and digital repositories.



Robust search for physical and electronic records.



Comprehensive legal holds for digital and paper records.

With FileBRIDGE Governance, you reduce risk and gain peace of mind knowing what documents you have, why you are keeping them, and how to find them fast.

## 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.

To find out how Access and its FileBRIDGE products can help your business, contact our team today at 1.800.899.3975 or [discover@accesscorp.com](mailto:discover@accesscorp.com)

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