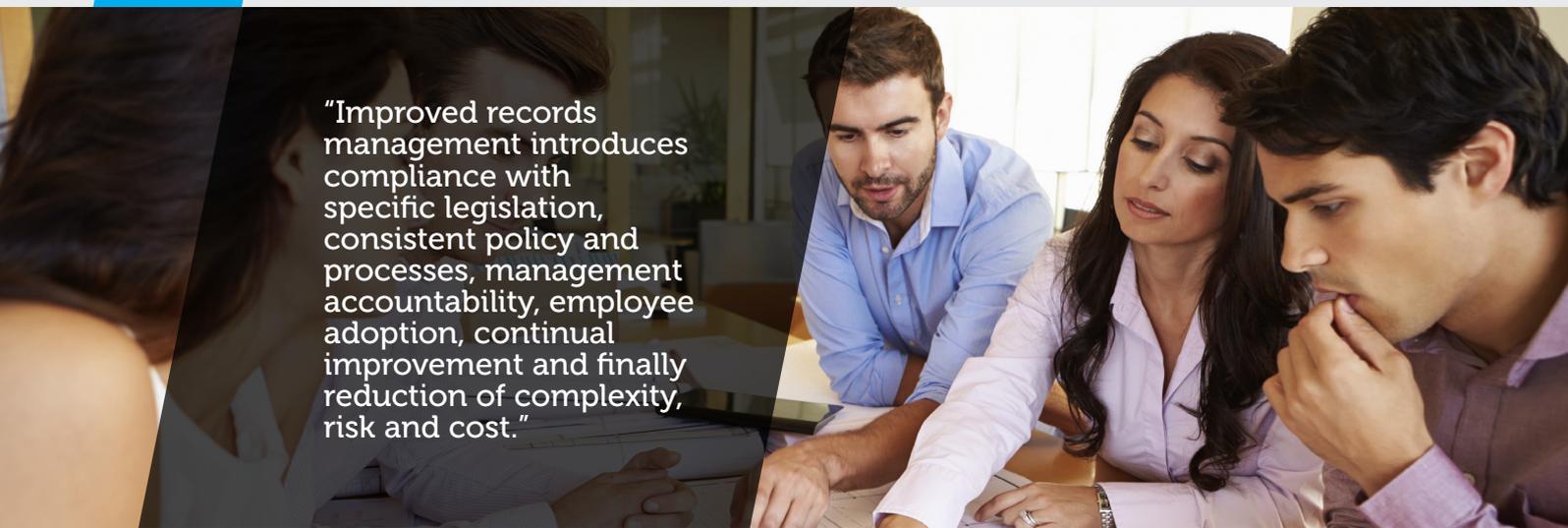


Information Matters™



"Improved records management introduces compliance with specific legislation, consistent policy and processes, management accountability, employee adoption, continual improvement and finally reduction of complexity, risk and cost."

Records Management

Information Matters™ aims to support, preserve, and protect your information assets by providing a unique combination of specialist records and information management services.

The challenge Records management has never had a higher profile within the public and private sectors than it has today. A number of drivers have pushed records management to the forefront, including Freedom of Information, Data Protection, and other growing legislation, and ever increasing fines imposed by the Information Commissioner's Office and the Financial Services Authority. Records management also has a multitude of benefits beyond compliance, including increased effectiveness and efficiency of business processes, improved decision making and ultimately lower costs, all of which can be achieved by the efficient management of records and information.

Many organisations are struggling to cope with increasingly complex information requirements and user demands. As such, the need for dedicated support services to facilitate the management of records is greater now than ever before.

Meeting the requirement Information Matters™ helps organisations to understand the importance of good information and records management practices. We recommend, implement and support systems that deliver improved access and quantifiable business benefits. We have developed a series of information and records management solutions to assist organisations with both complying with legislation and achieving efficiency savings. Our tailor made solutions are based upon best practice and our extensive domain knowledge and track record across a wide range of market sectors.

Customers Information Matters™ has conducted over 1,000 records and information management related projects for customers and has realised substantial benefits for them in terms of cost savings and efficiencies. These organisations tend to operate in highly regulated market sectors such as financial services, pharmaceutical manufacturing, oil and gas exploration and production, legal services, and local and central government, although our experience and services cover all other industries and organisations.

Projects vary from a small records audit and review at a single location up to a complete global audit and strategy recommendation covering many countries and locations. No project is too small or too big.

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Project and support staff:

- Consultants
- Interim managers
- Project managers
- Project support staff
- Records managers
- Systems architects
- Database administrators
- Cataloguing and indexing staff.

Records and information management:

- Strategic reviews and information audits
- Freedom of Information and Data Protection audits
- Information governance health checks
- Corporate file plans, classification schemes and taxonomies
- Records retention and disposal schedules
- Policies, processes and procedures
- BSI BIP 0008 legal compliance audits
- Space planning and storage audits
- Document reduction to resolve storage problems.

Systems analysis and design

- Data and workflow modelling
- Feasibility studies
- Supplier reviews
- Business cases
- Programme management
- Procurement support
- Technical specification
- Functional requirements.

Systems implementation and support

- EDMS and EDRMS project management
- Technical authors
- Tracking, bar-coding and RFID tagging
- Scanning and digitisation
- Training and support
- Packaging and logistics
- Data capture and conversion
- Managed services
- Hosting services.

The Benefits Information Matters™ expertise in records management can create efficiencies for you ensuring that your attention is not detracted from delivering the front line services.

- Meet legislative and regulatory requirements.
- Create efficient and accountable business processes.
- Support policy formation and decision making.
- Protect the interests of the organisation.
- Improve the accuracy, consistency and completeness of records.
- Optimise the use of information.

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