

International Records Management/Retention: Global Solutions from Zasio Enterprises, Inc.

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OVERVIEW

Helping multinational companies expand the scope of their records management and retention programs throughout the world—that's the business of Zasio Enterprises, Inc. and its global consulting practice. The Zasio consultants provide their multinational clients with the tools and resources they need to globalize records retention initiatives, comply with international recordkeeping laws, and otherwise implement best global practices for records and information management. More specifically, our multinational clients want to achieve these global business objectives:

- Comply with international laws and regulations
- Globalize records retention policies and practices
- Manage records location, movement and transborder data flows
- Globalize e-commerce initiatives
- Globalize information protection and security
- Adopt international standards and best practices

As demonstrated below, the Zasio consultants can bring a high order of technical expertise to each of these key issues.

Strategic Planning for Globalized Records Management

For those multinational clients needing a “road map” for globalized records management, the Zasio consultants typically survey the status of records management worldwide. We determine the degree of records management program integration, select an implementation model for program globalization, and then develop policies and procedures of global coverage. Finally, we develop a long-range strategic plan for global records management.

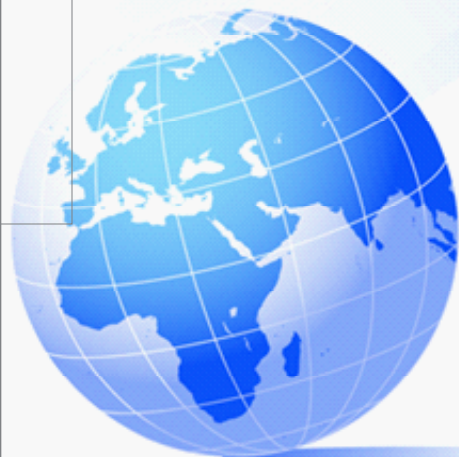
Global Compliance with Recordkeeping Laws

The Zasio consultants have been in the business of conducting international legal research in support of records management requirements for over ten years. During that time, we have visited countless Web sites—from Austria to Vietnam—as well as the largest libraries in the United States specializing in international law. As a result of these efforts, we consider that we maintain the largest library of research materials pertaining to international records retention in the U.S. Zasio’s library of global recordkeeping laws includes the following:

- Laws relating to the integrity/trustworthiness of records
- Laws specifying the form (media) of records
- Laws relating to the destruction of records
- Laws relating to the location of record maintenance
- Laws relating to the protection of records against loss
- Laws requiring the keeping of “original” records

Globalizing Records Retention

Zasio’s multinational clients typically have several key goals concerning international records retention. They want to expand the coverage of U.S. domestic retention rules to rules of worldwide coverage. More specifically, they want to issue a single set of retention rules of global coverage. This requires the harmonization of multi-country retention requirements, frequently accompanied by the issuance of exception policies for country-specific retention requirements that exceed global norms. We help our clients achieve these global retention objectives.



Zasio's Library of International Records Retention Laws

Our library of global records retention laws includes the following:

- Retention laws pertaining to general business records
- Retention laws for financial records/tax documentation
- Retention laws for human resources records
- Retention directives of the European Union
- Retention provisions of international trade agreements
- Statutes of limitation and periods of prescription having retention implications

For specific industries, our library of global retention laws includes the following, as well as many others:

- Retention of banking and financial services records
- Retention of energy (petroleum, oil, and gas) records
- Retention of pharmaceutical records

Zasio's International Research Experience—By Country

Argentina
Australia
Austria
Belgium
Brazil
Canada
Chile
China
Colombia
Costa Rica
Cote d'Ivoire
Cuba
Cyprus
Czech Republic
Denmark
Dominican Republic
Ecuador
Egypt
Ethiopia
European Union

Finland
France
Gabon
Germany
Ghana
Greece
Hong Kong
Hungary
India
Indonesia
Ireland
Israel
Italy
Japan
Jordan
Kazakhstan
Kenya
Korea, Republic of
Kuwait
Lebanon

Luxembourg
Malaysia
Mexico
Morocco
Netherlands
New Zealand
Norway
Pakistan
Panama
Peru
Philippines
Poland
Portugal
Puerto Rico
Russia
Saudi Arabia
Singapore
Slovakia
South Africa
Spain

Sweden
Switzerland
Taiwan
Thailand
Trinidad and Tobago
Tunisia
Turkey
United Arab Emirates
United Kingdom
Uruguay
Vietnam

Want to know more about how Zasio Enterprises can help your organization globalized its records retention initiatives?

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