



Project Snapshot

7 million electronic records

.....

Integration with existing electronic records repository, Alfresco

.....

Fully traceable process with 30-day recovery window

.....

Room for growth as Denver grows

Summary

The City and County of Denver had a need for a records management solution that could manage their physical records but also handle more than 7 million electronic records contained in an existing repository. This need arose out of the inability to consistently destroy electronic documents based on a centralized retention policy, so they needed an organized solution that also contained a retention schedule to purge documents based off specific record classifications.

Objectives

- Implement a records management software application to handle physical and electronic records
- Provide the ability to calculate retention dates and destroy eligible documents

Solution

To address the immediate needs of the City & County of Denver, Zasio recommended implementing their flagship records management software solution, Versatile Enterprise™. Leveraging Versatile Enterprise to manage more than 7 million electronic documents presented a challenge, however, because it needed to integrate with Alfresco, Denver’s existing electronic records repository. Since so many existing systems were already feeding documents into Alfresco, they didn’t want to up-end existing business processes, so Zasio used their Versatile Fuse application to synchronize with Alfresco to calculate retention dates and destroy eligible documents.

Versatile Enterprise combined with Fuse proved to be the perfect solution for applying retention and destruction policies to Denver’s current records repository. Zasio’s team of experts worked closely with the City & County of Denver’s records management team led by Guy Mason, and contractors Johann Ortner and Steven Willie to ensure:

- Smooth transition and implementation
- Accurate synchronization of metadata from previous records management software into Versatile Enterprise
- Key records management team members were thoroughly trained to ensure accurate understanding and ability to transfer information to others in their respective departments



Results

Using Versatile Enterprise and the Versatile Fuse integration tool, Denver achieved a “State of the Art” fully-integrated Records Management System. By year-end they had already synchronized more than two million of their documents. Versatile Enterprise provided Denver with:

- The ability to track physical and electronic records in one technology solution
- An organized approach to destroying records, requiring a series of approvals before records are destroyed
- A fully traceable process for audit purposes with a 30-day recovery window to recall in case of inadvertent destruction
- Flexibility for growth as the City’s use and needs expanded
- Confidence with a solution that provided all the physical requirements along with a support team that would be there for future guidance

About Zasio

Zasio has over three decades of service in Information Governance. We focus on one thing, helping businesses not only get started in records management but maintain top-of-the-line Information Governance (IG) programs. Since we started in the industry, we’ve recruited a team of experts, including software developers and technicians, attorneys, analysts, Certified Records Managers (CRMs), Information Governance Professionals (IGPs), and Certified Information Privacy Professionals (CIPPs)—all in-house—who not only keep up with evolving IG trends, but who can also scale our Versatile solutions to meet the demands of both customers new to records management and seasoned veterans. It’s no wonder why thousands of companies, including half of the top 20 Fortune 500, have trusted our software solutions and expert consulting services to implement world-class Information Governance programs.