

Records & Information Management



Overview Records management and information retrieval is an often overlooked, yet core component of your day-to-day business activities and long-term success. MCS can turn your records operations into a professionally managed information center that boosts company-wide productivity, lowers risk and enhances your competitive advantage.

Optimized Processes An improperly managed records operation exposes your company to financial risk, compromises chain of custody, reduces information security and pulls valuable resources away from core business activities. Let MCS implement the strategies that will keep your records program compliant with the latest regulations, reducing your exposure to fines and penalties while facilitating proper handling. Features include:

- Complete paper and Electronic Records Management (ERM)
- Digital file room implementation for ERM
- Business continuity and disaster recovery planning



Security With your records processes operating at optimum efficiency, information is accessed more quickly and easily throughout your organization. The impact is felt in better decision making, improved customer relations, lower costs, and peak company performance. MCS can help you get there through proven methodologies, best practice protocols and enabling technologies that ensure the quality and efficiency of your entire records system. With MCS, your information is secure and available when you need it. Features include:

- Records imaging, on-demand scanning, indexing & archiving
- On-site management, internal staffing & supervision, budget control
- Design and integration of customized technology infrastructure
- Off-site storage management & coordination of retrievals
- Off-site data backup services for electronic data

