Records Management
How to Prepare for NARA Mandates

NARA mandates are coming in 2021 & 2022 to corroborate their "no paper" rule, so here are some steps to get your business ready.

Analyze Current Record Storage Tactics

Doing a thorough examination of company record storage tactics, along with back-end and management processes will help to establish a baseline off of which to start.

Optimize Record Management Processes

Implementing solutions to streamline your conversion process can exponentially decrease time spent on transforming files. Automating processes of record storage and disposal in one of the most crucial steps of this process.

Digitize Files

Once the proper processes and provisions are in place, converting all files to a digital format will set the company up well for NARA compliance requirements.

Comply with Record Keeping Requirements

Establishing a strategic plan outlined by NARA itself will outline a path of action to becoming compliant with all requirements, both old and new. Through this plan, companies will automate their record management processes to operate alongside NARA's digital transformation efforts.