

**Proactively control the movement of both live and archived records and files.**

## uFile – Swiss Post Solutions’ Records Management Solution

Swiss Post Solutions designed and developed uFile, a records management solution, to proactively control the movement of both live and archived records and files.

uFile provides full transparency throughout the records management lifecycle, providing detailed management information that exceeds all control and compliance requirements.

With uFile implemented to manage archive document services, management of industry regulations such as the Sarbanes Oxley Act can be controlled within a single management structure. It is now vital that organizations have sufficient controls in place in respect of their records management activities, including retention periods and access rights once documents are archived.



Swiss Post Solutions is best positioned across all relevant service lines to offer best practices and work with clients to ensure total compliance by:

- ▶ Having sufficient processes and controls in place that enable all key decisions or actions to be recorded and these records to be maintained for the appropriate duration
- ▶ Making sure these processes and controls are adopted across the organization and all relevant staff are trained in them
- ▶ Making sure there is a single senior accountable person who is responsible for successful implementation and audit of the processes



### Benefits

- ▶ Ensures that the organization has full transparency of archived material
- ▶ Optimizes filing requirements, substantially reducing costs
- ▶ Centralized point of reference for archive information
- ▶ Independent management tool that links to multiple third party suppliers
- ▶ Links to company’s formal retention policy
- ▶ Detailed management information provides file history
- ▶ Actively manages your archiving spend, ensuring that files and boxes are stored in the most cost effective manner
- ▶ Historical file ownership issues are addressed ensuring that file ownership data is maintained and costs managed
- ▶ With centralized file/box data contents, information never goes missing, allowing files to be accurately retrieved

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## Capabilities

- ▶ uFile is an independent archive management tool designed to centralize and control all of your company's archiving needs
- ▶ uFile actively promotes the use of industry best practices by linking to your company's formal retention policy thus monitoring your internal compliance requirements and ensuring correct documents classification at the point of archive
- ▶ uFile links to multiple third party suppliers to deliver the most service driven and cost efficient archiving processes
- ▶ uFile provides detailed management information promoting and highlighting file transfer in line with the most appropriate and cost effective method of storage based on the individual file history.
- ▶ uFile provides one centralized point of reference for all archive information
- ▶ The reporting suite allows for automated management information generation
- ▶ All management information can be tailored to meet individual customer requirement



### **Client Success Story – Global Technology & Equipment Manufacturer**

The customer had previously engaged a local storage supplier and control of archived material storage and movement was managed by simple spreadsheet. Over time file content ownership had degenerated - many files no longer adhered to the customer's archive policy for destruction or retention. In the customer's words, the process was in "a mess".

#### **Client Issues to be Resolved**

- ▶ Undertake a complete review of archiving policies & processes
- ▶ Review of every record held to determine destruction or retention and establish ownership
- ▶ Secure destruction of out of date records.
- ▶ Environmental conditions in existing storage facility
- ▶ Lack of defined service levels for particularly for timely retrieval and storage
- ▶ Lack of effective control over the management and movement of archived records

#### **The Swiss Post Solutions Approach**

- ▶ Swiss Post Solutions implemented our archive management software, uFile
- ▶ Swiss Post Solutions handled procurement & management of a specialist third party archiving provider on behalf of the client to ensure that records are kept in the correct environmental conditions with audited processes and routines in place, allowing for ease of retrieval and return of archived records
- ▶ A comprehensive implementation plan was agreed to ensure a seamless transfer of archiving services and material to the new supplier
- ▶ A comprehensive training plan tailored to the needs of the client's staff was devised and delivered to ensure both continuity and full understanding of the new archiving service

#### **Results**

- ▶ In the first year alone, the Swiss Post Solutions archiving management solution:
  - Saved the client approximately 59% of previous archive storage costs
  - Enabled the destruction of over 700 outdated archive record boxes