



AvePoint Records and Cloud Records make it easy for records managers to maintain electronic and physical records to reduce risk and maintain compliance.

BRIDGING THE GAP



- Just want to get their work done
- Work on multiple systems
- Often don't know which classification to use
- Don't want to be slowed down by mandatory fields

- Cannot be experts on a multitude of systems
- Must manage classification & disposition
- Are called on to adapt to changing regulations
- Require a source of truth for reporting and record integrity



Classification & Taxonomy



Retention & Disposal



Audit & Reporting



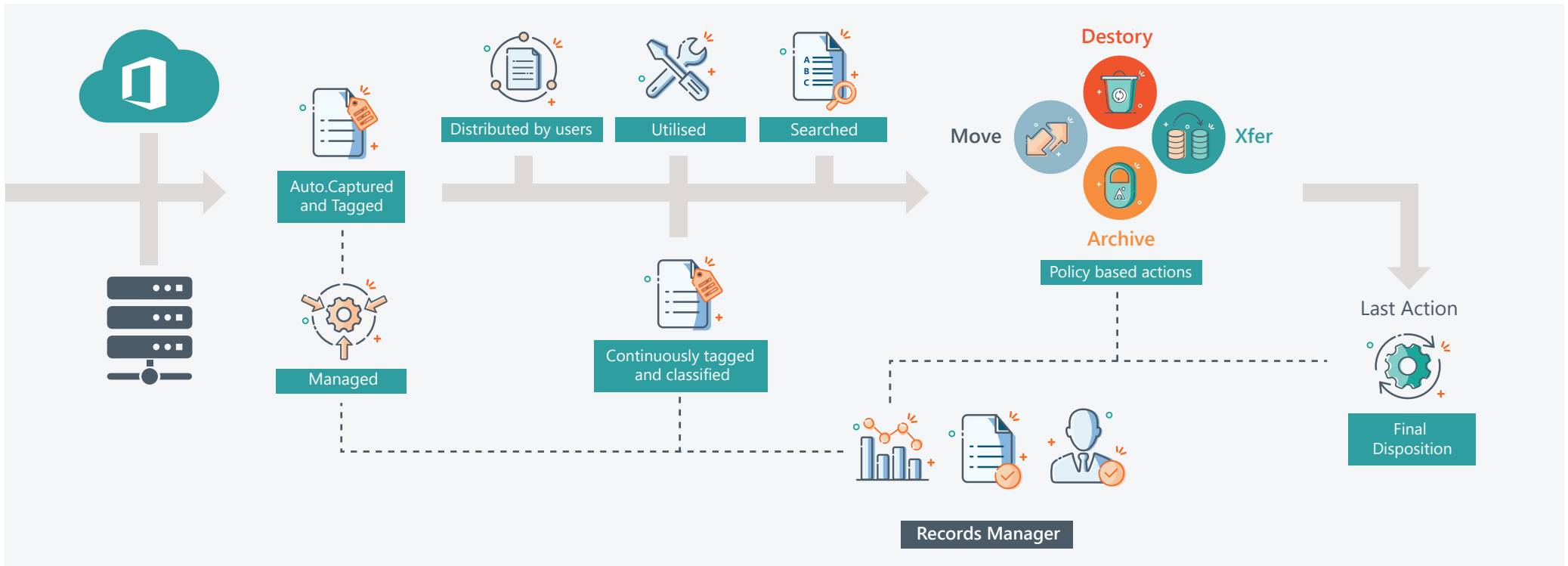
Physical Records

IMPROVING RECORDS MANAGEMENT BY...



Microsoft Technology:  Office 365  SharePoint

RECORDS MANAGEMENT FROM START TO FINISH



Technology should not dictate your process – it's the other way around!

Contact Us

To find out how Records can alleviate these problems, please visit
<https://www.avepoint.com/au/records>

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