

# InfoKeeper™ Plus

Paper. Media.  
And now web-accessible  
Digital Archives



Technology and evolution – two key factors determining competitive advantage in today's aggressive marketplace. The spectrum of information management solutions available to your business continues to expand. No longer confined to paper and tape, digital archiving of information assets is a growing trend. With 80% of corporate information being created digitally, digital archiving offers unparalleled opportunity to fully manage your organization's critical information assets.

Recognizing the value of comprehensive solutions, Huntsville Archives<sup>SM</sup> is pleased to add Info Keeper Plus™ to its suite of information management services. Since 1997 Info Keeper™ has provided records center clients with a powerful web-based solution to access and manage their hardcopy and media vault account information. Built upon this secure and sophisticated platform, Info Keeper Plus™ encompasses these proficiencies and expands them by providing clients with access to paper, media and digitally archived information assets – all from the same interface.

If digital archiving is part of your information management toolbox, consider Info Keeper Plus™ to enhance your operations and workflow. If you are considering the opportunities afforded by digital archiving, here are the reasons to consider the Huntsville Archives Digital Archiving Solution.

#### **Cost Effective**

The Huntsville Archives Digital Archive is a hosted and fully managed solution. Minimal upfront capital is necessary to begin archiving and no additional staff is required to manage or administer the archive system. The ongoing cost of compliant records retention is also lowered by up to 80%.

#### **Security**

Client electronic records are stored off-site in a secure data center. Clients are provided encrypted access to records through standard web browsers and only from authorized locations. Multi-level security is in place, matching access permissions to a records security levels.

#### **Integrates with Existing Process**

The District Archives Digital Archiving Solution can automatically archive office documents and e-mail and integrates with clients' current workflow applications. Clients can manage digital and paper records from a single source and are able to meet increasingly stringent records retention requirements.



#### **Easy to Use**

No special software is required to access or add documents to the archive. Customized index capabilities simplify searching and ensure rapid location of critical records. An automated record upload process is also available.

#### **Guaranteed Authenticity**

All records are digitally signed to prevent malicious alteration of key records. All versions of a document are also maintained, including the original. Record deletion requires multi-approvals.

#### **Guaranteed Availability**

Technologies change over time, especially storage media and software file formats, turning older files into digital gibberish. The Huntsville Archives Digital Archiving Solution ensures that your records are always stored on current technology and are always accessible in viewable formats.

#### **Regulatory Compliance**

The Huntsville Archives Digital Archiving Solution is compliant with all current federal records retention regulations.



These are just a few of the key features offered by Huntsville Archives Digital Archiving Solution and InfoKeeper Plus™. Contact us today for more information about how digital archiving and InfoKeeper Plus™ can work for you.

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