

# Records Analytics™

## OVERVIEW

For over two decades, Jordan Lawrence has provided records management services for the world's premier companies. We help corporations solve critical issues related to records management, retention and privacy.

By leveraging our work with over 1,000 clients and an experienced core support team, we have a unique perspective on the baseline requirements and obligations companies must meet to cut the difficulties, costs, and legal and financial risks associated with records management and control of sensitive information.

## A PROVEN PROCESS

Our Records Analytics™ services leverage proprietary technology, benchmarking and best practice standards. This enables us to complete projects in as little as 45 days and for 1/10 the cost of any current alternatives.

Records Analytics™ services enable companies to meet their most pressing records needs:

- Develop retention schedules that work
- Comply with privacy laws
- Develop a file plan for SharePoint

## RETENTION SCHEDULES THAT WORK

Records Analytics™ Retention Schedule enables rapid and accurate development of industry-specific and proven records retention schedules. This forms the basis of every important corporate records policy, volume correction or litigation readiness initiative.

## COMPLY WITH PRIVACY LAWS

Records Analytics™ Privacy enables the centralized and extremely detailed development of a PDI that covers all information used within the company. Over 75 sensitivity variables are tagged to each record type.

## FILE PLAN FOR SHAREPOINT

Records Analytics™ File Plan for SharePoint enables the rapid and accurate development of industry-specific and proven electronic-records taxonomy and retention schedule that can be automatically integrated directly into SharePoint.

## DELIVERABLES

Records Analytics™ provides unprecedented speed, accuracy and value. Deliverables are objective and process-driven and give you what you need to meet your most pressing needs.

## BEST PRACTICE RETENTION SCHEDULE

Set retention standards based on industry-specific and defensible standards from our work with clients in your own industry.

## RECORDS TAXONOMY & INVENTORY

Establish a complete records taxonomy and develop a comprehensive records inventory for all record types and applications used within your company. This forms the basis for an actionable retention schedule and file plan for SharePoint.

## PERSONAL DATA INVENTORY

Establish a complete personal data inventory for all record types and applications used within your company. Identify privacy risks before they happen with deep insights into current practices, handling, movement, and access rights for all your company's information.

## CONTACT US

To learn more about how we can serve your company in these critical areas of records and privacy management, contact us at 636.821.2251 or go to [JORDANLAWRENCE.COM](http://JORDANLAWRENCE.COM).

