

Document & Workflow Automation: Records Management

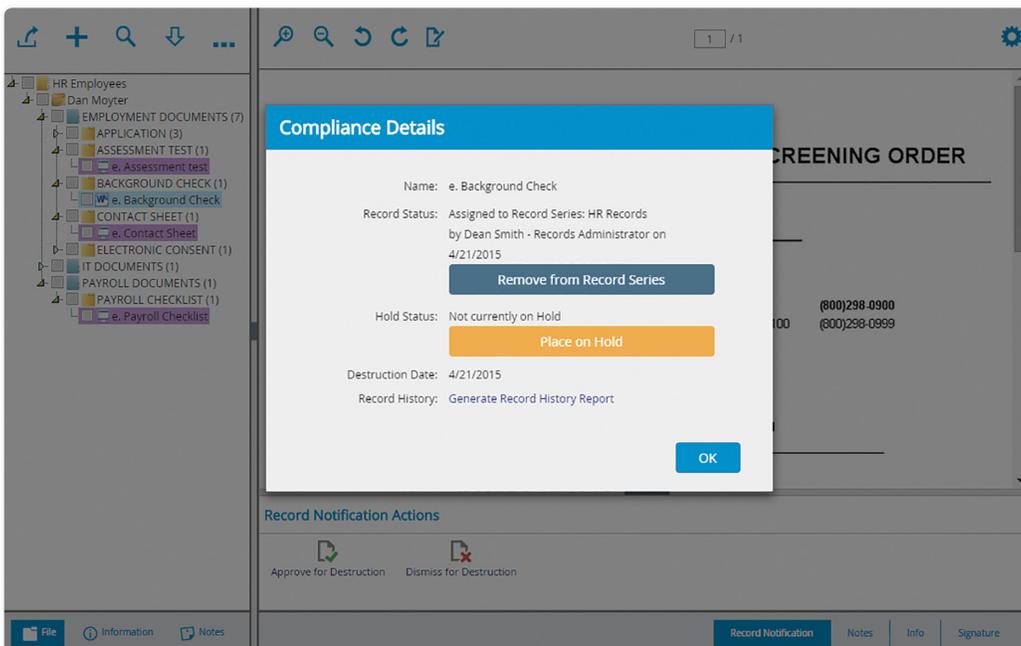
Compliance without Complexity

Documents serve countless functions within an organization, from driving the application and onboarding process of new employees, to confirming business agreements as binding contracts. Some documents also serve as records or evidence to support compliance, accountability, or legal claims. FileBound offers organizations the ability to manage the retention and disposition of records as well as impose legal holds from within the intuitive FileBound interface.

Using FileBound Records Management, organizations can identify which documents need to be managed as records and create specific retention schedules and rules to accommodate practically any requirement. User roles can range from full records administrator to no access at all, with many variations in between.

FileBound Records Management complements the document and workflow automation capabilities of FileBound with the ability to:

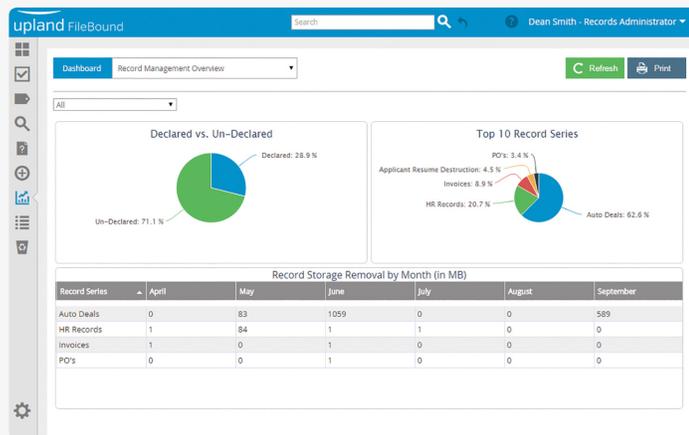
- **Ensure** that all declared records are retained according to internal and/or external requirements and provide proof that appropriate policies and procedures were followed
- **Oversee** the consistent and timely destruction of records that have reached the end of their lifecycles to avoid potential liability
- **Guarantee** that documents needed for potential litigation cannot be destroyed and are available to investigators
- **Provide** a full audit trail and reporting on all declared records and associated actions to prove their validity and integrity to demonstrate compliance and disprove spoliation in legal actions



FileBound Records Management enables organizations to secure and report on records that are needed to demonstrate compliance or respond to potential legal action. Within the easy-to-use FileBound interface, users with appropriate rights can easily identify records, view compliance details and take actions such as legal holds.

Benefits of FileBound Records Management

- **Improves** the ability to respond fully and reliably to audits, legal action and other requests that require tamper-proof evidence
- **Reduces** the likelihood of human error by automating classification, retention rules and disposition
- **Minimizes** impact on the business by allowing users to manage records in the familiar FileBound interface



Project	Record Series	Name	Destruction Date
AP Invoice	Invoices	Page 0002	4/9/2015
AP Invoice	Invoices	Page 0002	4/9/2015
AP Invoice	Invoices	Page 0002	4/9/2015
AP Invoice	Invoices	Page 0002	4/9/2015
AP Invoice	Invoices	Page 0003	4/9/2015
AP Invoice	Invoices	Page 0004	6/9/2015
AP Invoice	Invoices	Page 0001	4/15/2015
HR Employees	HR Records	e. Application	4/21/2015
HR Employees	HR Records	e. Application Screening Form	4/21/2015
HR Employees	HR Records	e. Assessment test	4/21/2015
HR Employees	HR Records	e. Background Check	4/21/2015
HR Employees	HR Records	e. Contact Sheet	4/21/2015
HR Employees	HR Records	e. EEOC	4/21/2015
HR Employees	HR Records	e. Electronic Consent	4/21/2015
HR Employees	HR Records	e. IT Checklist	4/21/2015
HR Employees	HR Records	e. Payroll Checklist	4/21/2015

Dashboard Views

Dashboard views allow records managers to see key measures and activities at a glance, including an overview of the system or information about the content being stored in FileBound.

Flexible Configuration Options

FileBound offers flexible configuration options to meet the needs and preferences of organizations implementing records management initiatives. For instance, when records are ready for final disposition, they can be automatically destroyed or sent to a reviewer for approval.

Features

- **Delivers** reports on legal holds, record destruction, record declaration and disposition approval as well as standard FileBound reports that track actions involving records
- **Presents** system-wide information about content, users, projects and activities in a convenient dashboard view
- **Leverages** FileBound's robust workflow capabilities to declare records and send notifications of record destruction
- **Offers** the flexibility to meet specific business needs and procedures by allowing organizations to choose whether processes like record declaration and final disposition should be manual or automated and whether to use standard or user-defined classification rules

FileBound Records Management can extend the functionality of any edition of FileBound for an end-to-end solution bringing together people, processes and information with a centralized, forward thinking solution.

Learn more about our capabilities at uplandsoftware.com/filebound

About Upland Software

Upland Software (Nasdaq: UPLD) is an enterprise cloud software company that provides award-winning solutions in Project and IT Management, Workflow Automation and Digital Engagement. Our goal is 100% customer success, achieved through a unified operating platform that delivers the performance, scalability and support that over 2,500 Upland customers worldwide demand every day.