

Getting the paper weight off your back

Mitigate risks, lower costs, and improve visibility with IBM compliance solutions





Highlights

- **Reduce operational costs by providing process efficiencies and reduction of direct costs such as paper storage and labor**
- **Mitigate risk of spoliation, theft, loss and disasters with sound back-up capabilities and advanced security controls**
- **Capture physical and electronic content and automate processes while providing a robust auditing and reporting capability not available in a paper-based environment**

Compliance needs compel enterprises to reduce paper dependencies

Organizations have become complacent about paper, storing it out of sight and out of mind. Many are already scanning paper content, but few have recently examined the new compliance dynamics and cost factors to determine the true overhead and risks of managing paper records – much less the potential return on investment, or ROI, that might be available. So organizations continue to suffer the weight of paper when advances in technology can enable them to capture electronic content in its native forms and to digitize paper source documents. Such technology can not only reduce costs and risks, but also provide greater visibility into the various business processes core to many organizations. Technologies such as electronic records management systems, forms recognition, e-mail management software and business process management. These well-established ECM technologies provide tremendous productivity gains, a rich set of metadata for auditing and reporting, and significant savings opportunities – all while helping organizations better meet today's compliance requirements.

Shredding the Paper Burden

Organizations still using and storing paper must:

- Reduce the **Risks** of using and storing paper records with improved disaster recovery, better security and better access
- Decrease **Costs** associated with physical records storage by enhancing business and record keeping processes
- Improve **Visibility** into paper-based business processes to support better business decisions
- Increase worker efficiencies currently lost in paper-based business processes
- Minimize litigation risks and costs while improving compliance with the constantly changing regulations and enforcement initiatives like the new federal rules of civil procedure.

Sophisticated content and records management

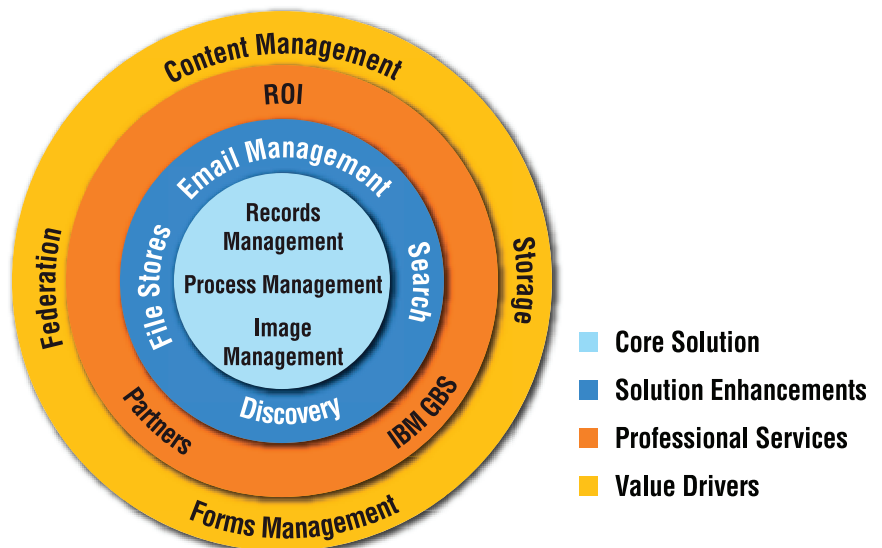
The IBM No Paper Weight solution is a combination of IBM Enterprise Content Management (ECM) products and other IBM and partner offerings. As the clear

The IBM No Paper Weight solution helps customers reduce costs, reduce risks and improve visibility by reducing the paper used and stored by key business processes. One study has shown savings of over \$36 million for a 263% ROI over three years. The IBM No Paper Weight solution:

- 1) Reduces costs significantly by automating former manual, paper-based processes**
- 2) Decreases risk by providing automated controls to ensure compliance across the enterprise**
- 3) Improves visibility by providing tools to understand business processes and to link content to them**

market leader in Enterprise Content Management, IBM's ECM solutions help organizations make better decisions, faster by managing content, optimizing business processes and enabling compliance through an integrated information infrastructure. IBM's ECM portfolio delivers a broad set of capabilities and solutions that integrate with existing information systems to help organizations drive greater value from their content to solve today's top business challenges. The world's leading organizations rely on IBM enterprise content management to manage their mission-critical business content and processes. Many can leverage their investment in IBM technology to reduce their paper weight and maintain a low total cost of ownership.

The IBM ECM compliance portfolio helps enterprises reduce costs and risks associated with paper-based processes, meet regulatory requirements and increases worker effectiveness. It does so by capturing electronic content and digitizing paper-based information at the front end of business processes, storing the digital records in a secure content repository. Regulatory compliance and enterprise-wide policy enforcement is enabled through IBM ZeroClick records capture and administration, linking records to business processes while providing auditing, preservation and retention management to ensure that records are kept only for the required time. Records authenticity is maintained and policies ensure that metadata, content and business processes provide a sound foundation for legal discovery and hold management. Integrated with IBM hardware and storage, the solution provides end-to-end compliance support. Components include:





IBM Records Manager offers automated records declaration and classification through its innovative IBM ZeroClick technology. ZeroClick ensures best-practice records capture (identification, declaration and classification) while minimizing the impact on the business user and eliminating user-related error, time and cost factors.

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For more information about IBM ECM and how it can help to shred the paper burden, please go to www.ibm.com/software/ecm/nopaperweight.

About IBM ECM

As the clear market leader in Enterprise Content Management (ECM), IBM's ECM solutions help organizations make better decisions, faster by managing content, optimizing business processes and enabling compliance through an integrated information infrastructure. IBM's ECM portfolio delivers a broad set of capabilities and solutions that integrate with existing information systems to help organizations drive greater value from their content to solve today's top business challenges. The world's leading organizations rely on IBM enterprise content management to manage their mission-critical business content and processes.