

ZL Tech Records Management

Where information governance meets analytics, a single platform for all employee-created content

Records are your organizations' past, present, and future

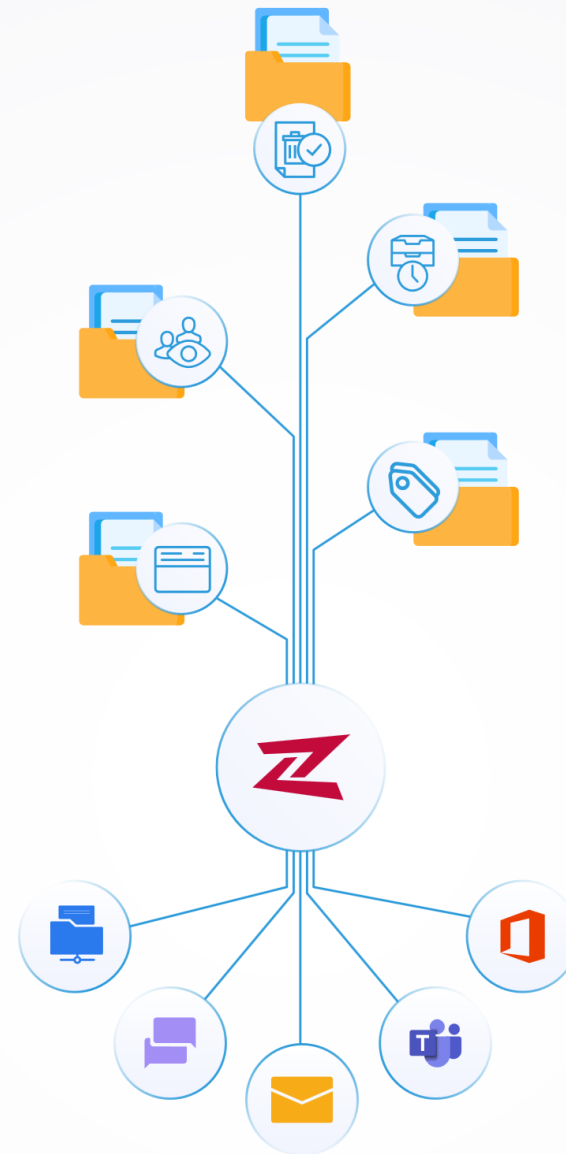
They preserve corporate memory, fuel ongoing endeavors, and inspire forthcoming decisions. The information curated and preserved by records managers is crucial to legal teams, compliance personnel, and the C-suite.

To defensibly save—and later delete—documents, information governance must be embedded into the bedrock of enterprises' records strategies. Without overarching, universal retention policies in place, your organization runs the risk of costly non-compliance penalties.

ZL Tech reduces these risks through a fundamentally different approach to data governance. Using an elastic repository that scales to the petabytes of data, all relevant documents are seamlessly managed from a single platform for records management, compliance, and eDiscovery. With the complete universe of information at hand, records managers can perform holistic, global searches to find all relevant records in a matter of seconds.

Deduplicating records for one true data copy, ZL Tech allows multiple stakeholders to see and manage the information they need without creating conflicting policies or additional materials. Leveraging full control over documents, ZL Tech's built-in analytics gives enterprises an advantage when making major governance decisions by providing insight into document metadata and content.

ZL Tech Records Manager exceeds all governance requirements, reduces cost of ownership, de-silos repositories, and leverages data for strategic advantage.



Major Benefits

Unified Information Governance

The platform is not a mere records tool; it is a 360° governance provider with comprehensive records capabilities that operates in tandem with compliance and legal functions. For example, an item put on legal hold in the eDiscovery module will be frozen in its records lifecycle until the hold is lifted, at which point it automatically returns to its original retention policy. To provide enterprises with **a single source of truth**, all actions are taken in a joint archive—truly unifying information governance.

Customizable Declaration & Classification

ZL Tech allows for the automatic and manual classification of records with highly customizable settings to parse through large volumes of documents, freeing records managers to deal with more strategic tasks. Users can select from **20,000+ record categories** based on document metadata, content, role, or other granular controls. For example, users can systematically declare data originating from key custodians as permanent records and reduce ROT by flagging “junk” domains for disposal.

Defensible Retention & Deletion

As a DoD 5015.02 certified platform, ZL Tech offers the highest level of document security available, enabling organizations to manage records from cradle to grave. ZL Tech allows users to apply custom retention periods on documents that satisfy all regulatory and industry requirements **with time-, event-, and metadata-based triggers**. Once a record ages out of its lifecycle, records managers are sent an automatic reminder and the document is queued for deletion. For complete defensibility, ZL Tech's fail-safe approval workflow ensures that documents are only sent for destruction or permanent retention upon reviewer permission.

Audits & Reporting

ZL Tech tracks all actions taken on items managed in the archive and creates complete audit trails, which provide a **flawless history of document access and manipulation**. With all actions performed on single data copies, you can have absolute faith in the history of your records.

One Solution, Many Deployments

Providing multiple deployment options, ZL Tech meets businesses' needs in the cloud, on-premises, or both. ZL Tech, a Microsoft Gold Partner with SOC 2 Type II certification, provides a fully managed SaaS solution in the Azure cloud. During migration, ZL Tech engineers diligently assist in selecting configurations for accessibility, security, and cost optimization. ZL Tech further offers **24/7 account management** with application support, system monitoring, and incident oversight so that you can rest assured that your data is being securely managed.

“ We were running on the same email system for about 15 years, a client/server-based system, and some of our users had email going back to the late 1990s. So just from a cultural standpoint, it was a major move for us... [the transition was] lightning speed for NARA.”

— Brian Connor, NARA Technical Lead



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by 4 of the
TOP 5
BANKS

