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Executive Summary

The purpose of this document is to make the business case for the implementation and integration of a Records Management Program within Decker, Hubbard and Brown. The proposed Records Management Program supports the ownership committee's initiative to improve productivity by organizing the corporate documents and establishing the standards and controls to reliably archive and retrieve records as well as ensure compliance with external audits.

The Objective...

The business case is the outcome of the analysis of Decker, Hubbard and Brown's existing Records Management Program documented in the report "Records Management Program Analysis Document." This report details the business reasons for considering the changes and updates to Decker, Hubbard and Brown's Records Management Program.

- ◆ **Need #1:** Reduce the amount and storage of duplicate documents.
- ◆ **Need #2:** Reduce licensing and upgrade costs for multiple online document repositories.
- ◆ **Need #3:** Improve the ability to share documents with colleagues. Increase flexibility when accessing and using records, such as remote access and access outside normal hours, enabling staff to respond more effectively and quickly to business requirements.
- ◆ **Need #4:** Improve retention of institutional knowledge when staff leave or retire. Retain information and improve access to documents in paper and electronic filing systems.

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