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# Executive Summary

Decker, Hubbard and Brown is in the process of reviewing the enterprise records management challenges associated with being a financial services company in the technology vertical. It is the goal of the organization to improve knowledge sharing and better equip staff to perform their jobs and to be as efficient, effective and consistent as possible.

## The Objective...

In order to improve staff access to information and increase knowledge share, the Records Management Program must be able to provide the compliance, ease of access, efficiency and continuity of all of Decker, Hubbard and Brown's records. In order to fulfill these goals and objectives of Decker, Hubbard and Brown, the program should address the following needs:

1. Organize content that has been accumulating into a centralized location with a standardized process and procedures.
2. Develop a roadmap for long term goals and objectives of the company's enterprise Records Management Program.
3. Identify and categorize the vital documents and records generated within the organization.
4. Comply with regulatory requirements and prioritize the importance of records.
5. Provide a complete review and audit of existing processes that generate records.
6. Identify stakeholders for the Records Management Program.
7. Deliver technology requirements for the Records Management Program.
8. Identify resources for the program.

## The Opportunity...

The Records Management Program is an important

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