



*Set the records straight.*

records studio

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“What will a  
records management system give me  
that I don’t already have?”



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“I don’t have  
the time or the resources  
to reorganize my files  
into some new system.”



You don’t have to. Records Studio adapts to your existing records structure—no matter what type of hardware or software systems you may have. It’s scalable to an unlimited number of records, yet makes sure they’re quickly and easily located and retrieved. It even includes email management too. The system is as intuitive as Microsoft® Windows or Office, and it allows you to reorganize all your physical and electronic files without having to reorganize your company.

Compatibility & Flexibility



“I know where  
the files are.  
If I need something,  
I just go look.”

You can search the world and never find a more efficient content management system than Records Studio. And if your files are in another office in another state or country—or if they are mislabeled or misplaced—you can search forever.

Records Studio works across your entire enterprise—all business units, all departments, and in every satellite facility around the world. When everyone is using Records Studio, everything works more efficiently. Think about it: all your files managed in a uniform fashion, everywhere. And if you want them, you can quickly locate and retrieve them.

Improved Efficiency

“I’m too busy  
to learn a bunch of  
computer programs.”



This is so advanced, it's simple. Imagine, just one application that does *everything*. And when you see just how *easy* Records Studio is to use and how efficiently you can search and retrieve data from all of your corporate files, you'll have plenty of time to focus on other business matters. Records Studio is *the* comprehensive program for business, offering you the most advanced technologies available anywhere—featuring imaging, secure storage, intuitive functions, integration with existing Microsoft® Office applications, and complete customization to the exact specifications you need to manage all of your business data. Whatever you need, it can be done with the latest and, yes, greatest, software management system.

Superior Technology

“Isn’t this  
just one more  
set of rules  
I have to follow?”



Where there are rules to be followed in your company or industry, with Records Studio you set them. You control who has access to which files, how they’re retained; if and when they’re destroyed. More importantly, you have the security of knowing that you automatically comply with any corporate and/or governmental regulations—no matter what those regulations may require or how often they might change—because changes are easily and readily incorporated into Records Studio. When you have that, you won’t just be following the rules, you’ll be leading your company into the future.

Compliance

“Cash-flow is tight,  
especially when  
it comes to  
non-essentials.”



If you want a more efficient office and a better bottom line, you need a complete data management system for organizing your data. One that minimizes hardware and software costs, because it works within your existing structure. One with corporate-wide compatibility, so everyone saves time by working on the same system. One that's wireless, with drag-and-drop records, so you can reduce lost time costs no matter where you are. A system like that is essential, and that's Records Studio.

Cost Effectiveness

Every company has a system  
for organizing its files.  
We have a system to  
organize every company.



Records Studio is a revolutionary software system that manages your physical and electronic files without micromanaging your life. It's compatible, flexible and compliant. It's efficient and cost effective. It's applicable to your industry, whatever industry that might be.

And most importantly, it's the one, technologically-superior system that does it all. No matter how you're doing it now.