



Benefits of Paragon's Records Management Solutions

Paragon's solutions address needs for:

- ▶ **Risk Mitigation** – Avoid non-compliance and reduce the likelihood of litigation and penalties based on negligent record keeping practices.
- ▶ **Storage and Disposal Control** – Contain the costs of storage and disposal of unneeded items at the earliest appropriate dates.
- ▶ **Efficient Search** – Reduce discovery costs by minimizing the volume of material to be searched while maximizing the efficacy of searches across all record types and formats.
- ▶ **Increased Information Resources** – Find critical business information that could otherwise be lost in personal mailboxes, hard drives, and network folders.
- ▶ **Return on Investment** – Comply with regulations as they increase in number and complexity with little or no incremental software.

Records Management: A Solution to Help Meet Regulatory Compliance and Mitigate Legal and Financial Exposure

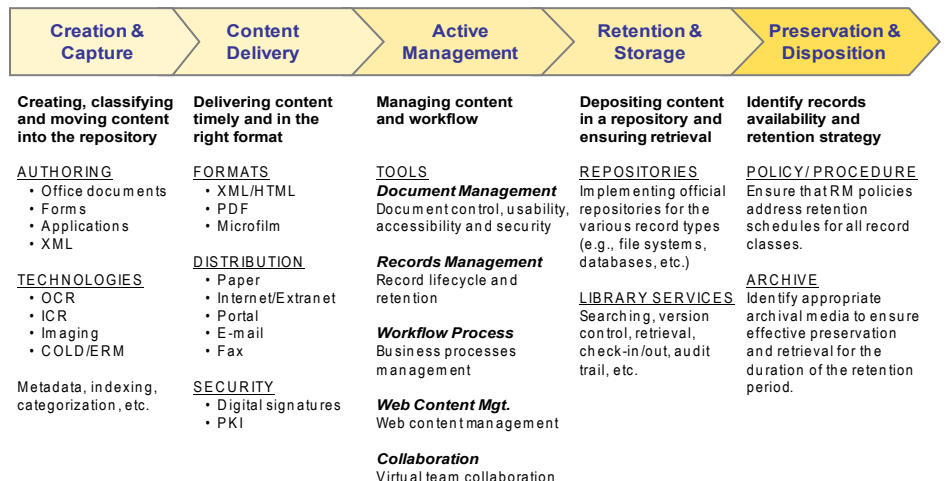
Firms today are faced with the challenge of corporate record keeping that can address the threats of lawsuits and myriad regulations and discovery requests. Those corporate records are paper, e-mail, electronic documents that must be classified, stored and accessible. With the rapid growth of digital content and the ever-changing compliance regulations, few organizations are prepared to meet these threats enterprise-wide. Firms need help optimizing the records retention process, providing fast retrieval all while managing the cost of compliance.

Paragon Delivers the Records Management Solution that Meets Business Needs

Paragon delivers management and technology solutions that meet today's demands for corporate accountability. Our solutions align to business processes and enable organizations to identify and manage corporate records in order to meet internal and external mandates. Paragon's experience with leading technology products means we have developed our solutions to leverage best-of-breed product capabilities. Our solutions can be integrated within a modular, multi-tier architecture to simplify sharing and incorporate records of all types into external applications as well as speed deployment without complicated configurations. Working with you, Paragon will establish a coordinated, enterprise-wide approach that leaves you better equipped to face unexpected inquiries or new regulations.

Electronic Records Lifecycle

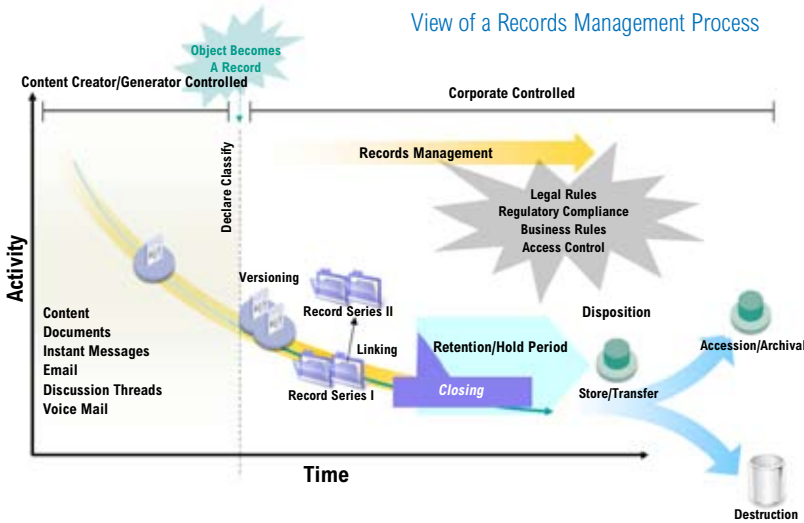
From author creation and collaborative review to record archival, Paragon can design a solution to address the lifecycle of electronic records and integrate with your paper records management processes.



Paragon's Records Management Capabilities

Paragon works with your legal counsel and compliance teams and advisors to help address your specific needs:

- ▶ **Strategy Roadmap and Assessment** - Review of current organization, processes, tools and services. Paragon will develop a roadmap to an optimized approach that incorporates industry best practices to managing active records, archiving, and structured and unstructured data.
- ▶ **Records Retention Remediation** - Design and/or implementation of technologies and processes to make it easier to manage full lifecycle of records in the organization. Our services can include, Program Assessment, Attribute Analysis, Architecture Design, Migration, Integration and Training.
- ▶ **eDiscovery** - Develop a proactive model for responding to litigation events at every phase of the discovery process from notice to legal hold and review.



Start Protecting Your Firm

Paragon can help you answer your records retention questions:

- ▶ **What to Protect?** What is a record; what can we delete; who is responsible?
- ▶ **What are the Costs for Not Effectively Managing Records?** Identify the cost risks associated with auditing, discovery and data loss, as well as breach of privacy, security or prolonged litigation.
- ▶ **How to Manage Growth in Data Volumes?** Manage expanding data types, e-mail, text messaging, electronic records, physical records, structured and unstructured data, and legacy data.
- ▶ **How to Ensure Compliance?** Target key compliance risks: 21 CFR Part 11, Sarbanes-Oxley, HIPAA, Federal Rules of Civil Procedure and other continuously expanding government/corporate regulations.
- ▶ **How to Best Integrate with Document Management and Off-site Storage Systems?** Align records management with your current ECM strategy, technology consolidation, and offsite storage efficiencies.

Find out how your organization can benefit from a proven, cost-effective, online solution to your records management challenges. Contact Paragon at 1.800.462.5582, ext. 3043.

About Paragon

Paragon Solutions, a division of Paragon Computer Professionals, is a business and technology consulting firm that specializes in enterprise information management to help clients leverage information assets for better business results. The company does this through its vertical practices and specialized technology service lines that help clients optimize their operations for maximum return on investment.

Paragon works with businesses that are focused in a few key verticals – financial services, insurance, healthcare, life sciences and communications. The industry focused business consulting and delivery teams work with Paragon's competency groups in areas that include Strategy, Business Process Management, Enterprise Content Management, Data Intensive Solutions, Systems Integration and IT Transformation.

For more information, please visit the Paragon Web site at www.consultparagon.com or call, 1.800.462.5582.

Paragon Client Roster

Paragon's client roster includes industry leaders from the financial services, insurance, healthcare, life sciences and communications sectors such as:

Financial Services

- ▶ Citibank
- ▶ BNY Mellon
- ▶ JPMorgan Chase
- ▶ Merrill Lynch

Insurance & Healthcare

- ▶ Allianz
- ▶ Blue Cross of Idaho
- ▶ Lincoln Financial
- ▶ Zenith Insurance

Life Sciences

- ▶ Merck
- ▶ Pfizer
- ▶ Sanofi-Aventis
- ▶ Wyeth

Communications

- ▶ AT&T
- ▶ Comcast Cable
- ▶ Time Warner Cable
- ▶ Verizon

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