

Shared Drive Clean Up, Data Analytics & End-to-End Records Management

NEOSTEK creates customized solutions to meet Federal Records Management requirements

NEOSTEK is an information and technology company specializing in the implementation of comprehensive records and information management solutions. We have developed best practices, processes and a portfolio of products to assist Federal customers in cleaning up shared drives, analyzing their data and implementing compliant end-to-end records management solutions with tangible results, leveraging Microsoft compatible technologies.

Shared Drive Clean Up

Content discovery, compliance, tagging and ongoing information governance – clean up consistently and repeatably across file shares, SharePoint, Exchange and other connected repositories.

- **Content Compliance** – Content clean-up with identification and remediation of sensitive data. Defensible deletion of e-trash, Redundant, Obsolete, Trivial (ROT) data, stale and low value content.
- **Intelligent Migration** – Auto-classify unstructured data, model metadata and migrate to a target system or repository with metadata already applied.
- **Content Governance** – Monitor the quality and compliance of the content in place, pre and post migration.

File Analytics

Implement a fast and cost-efficient means to analyze and identify your unstructured content. Identify and classify leaked PII and other types of sensitive data.

- **Auto-classification** – Create user-defined hierarchies using customizable rules to reflect information and/or business policies.
- Customize rules to meet your specific business needs – meet FOIA requests immediately.
- Remediate sensitive data to address information risk.
- **Thematic Analysis** – Analyze themes and summaries of your unstructured data for the most in-depth insights.

End-to-End Records Management

The topic of records management, especially email management, has been top-of-mind for Federal Agency heads since the 2011 issuance of Executive Order 13589: Presidential Memorandum -- Managing Government Records (2011). Shortly on the heels of the order, the President issued a memorandum, Managing Government Records, known as M-12-18. Since that time, M-12-18 required the National Archives and Records Administration (NARA) to identify a government-wide analytical tool to evaluate the effectiveness of records management programs which resulted in the NARA Maturity Model – a guideline for all Federal Agencies.

- **Federal Mandates** – OMB/NARA Managing Government Records Directive (M-12-18), Guidance on Managing Email (M-14-16)
- **Federal Electronic Records Modernization Initiatives (FERMI)** – 1) Universal Electronic Records Management (ERM) Requirements and 2) Electronic Records Management Federal Integrated Business Framework
- **NARA Maturity Model** – Self-assessment tool for Federal Government Agencies (Department/ Unit/ Section, etc.) consisting of three organizing domains: 1) Management Support and Organizational Structure, 2) Policy, Standards and Governance, and 3) RIM Program Operations.
- **DoD 5015.2 Compliant Solutions**

See how NEOSTEK can help you attain compliance. Contact us for more information and a customized demonstration.

www.neostek.com | info@neostek.com | +1 703.682.6955

