

# Document Management

Organize. Protect. Access with Confidence.

## ✓ Proven Benefits

### ➤ Ensure Easy Access

- Quickly store and retrieve records
- Securely share across teams and locations
- Reduce reliance on physical storage

### ➤ Mitigate Risk

- Automate retention and lifecycle management
- Secure access with permissions and encryption
- Track activity with audit trails

### ➤ Stay Compliant

- Align records with regulations
- Automate retention and destruction
- Guard against legal risks

## How Proven IT Simplifies Document & Records Management

You don't have time to dig through filing cabinets or to worry about expired records or compliance violations. Proven IT's Document & Records Management solutions provide a secure, scalable way to organize, track, and manage business-critical information.

From digitizing existing files to applying rules-based retention and access controls, we help you manage documents throughout their entire lifecycle. You'll spend less time searching, scanning, and stressing—and more time focused on what matters.

With Proven IT, your records become an asset, not a liability.

**Get Expert Help Today! ➤**



# Top Document Management Challenges Businesses Face Today

Effective document management is essential, but many organizations still struggle with outdated processes. Without a streamlined system, businesses face inefficiencies, security risks, and compliance challenges that can impact operations and reputation.



## Paper Dependency

Physical files are hard to manage, easy to misplace, and require constant manual handling. As paper piles up, workflows slow down and critical information becomes harder to control.



## Compliance Risks

Manual systems make it difficult to uphold data privacy standards and meet regulatory requirements. Poor retention practices increase the risk of violations, fines, and penalties.



## Access Issues

Time-consuming file retrieval slows down decision-making, and teams struggle to collaborate or access what they need when working offsite or in hybrid environments.



## Security Gaps

Sensitive data is exposed without proper controls, making it easier for documents to be accessed, copied, or misplaced. Paper files offer little visibility into who sees what, increasing overall risk.

**GET EXPERT  
HELP TODAY!**



## Get Organized. Stay Protected.

