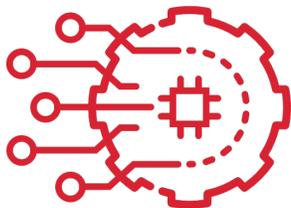# The future of federal records is electronic

Records Management has historically been a centralized, back-office function focused exclusively on managing vast quantities of physical documents. Today, government agencies must comply with regulations to strictly preserve, control, and process all critical information.

The National Archives and Records Administration (NARA) is taking strong measures to reduce the use of paper. At Xerox, we are ready to help federal agencies' business processes and record-keeping transition to digital.

Maintaining large volumes of physical documents require dedicated resources, attention, and security investments that could be applied to effectively manage electronic records. When dealing with analog information, citizens are required to conduct business with the Government in person or by mail, rather than online, and crucial federal data gets trapped in paper records where it can only be extracted manually and at great expense.

Digitization and workflow automation are key to turning manual paper-intensive processes into fast, streamlined, compliant, and secure digital ones.

MOVING TO A FULLY ELECTRONIC ENVIRONMENT QUICKLY AND RELIABLY.

As agencies work to comply with the National Archives and Records Administration's mandate that all records management be digital, Xerox® Capture & Content Services are here to help.

HOW IT WORKS

Capture data from multiple sources.

Automate extraction of data critical to business processes.

Automate data integration with ERP, CRM.

Encrypted data storage, retrieval, and retention.

Access data anytime, anywhere.

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While developing Xerox® Capture & Content Services, we analyzed how best to improve data accuracy and accessibility while ensuring the highest security standards.
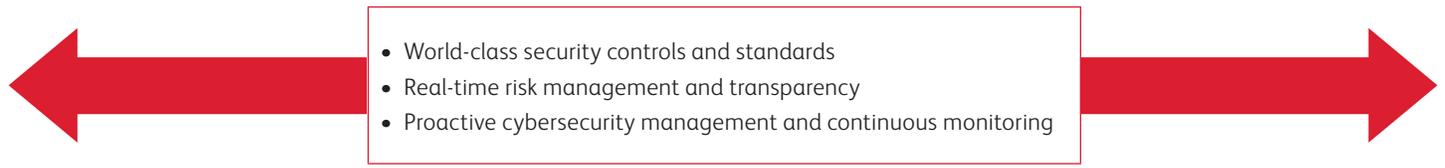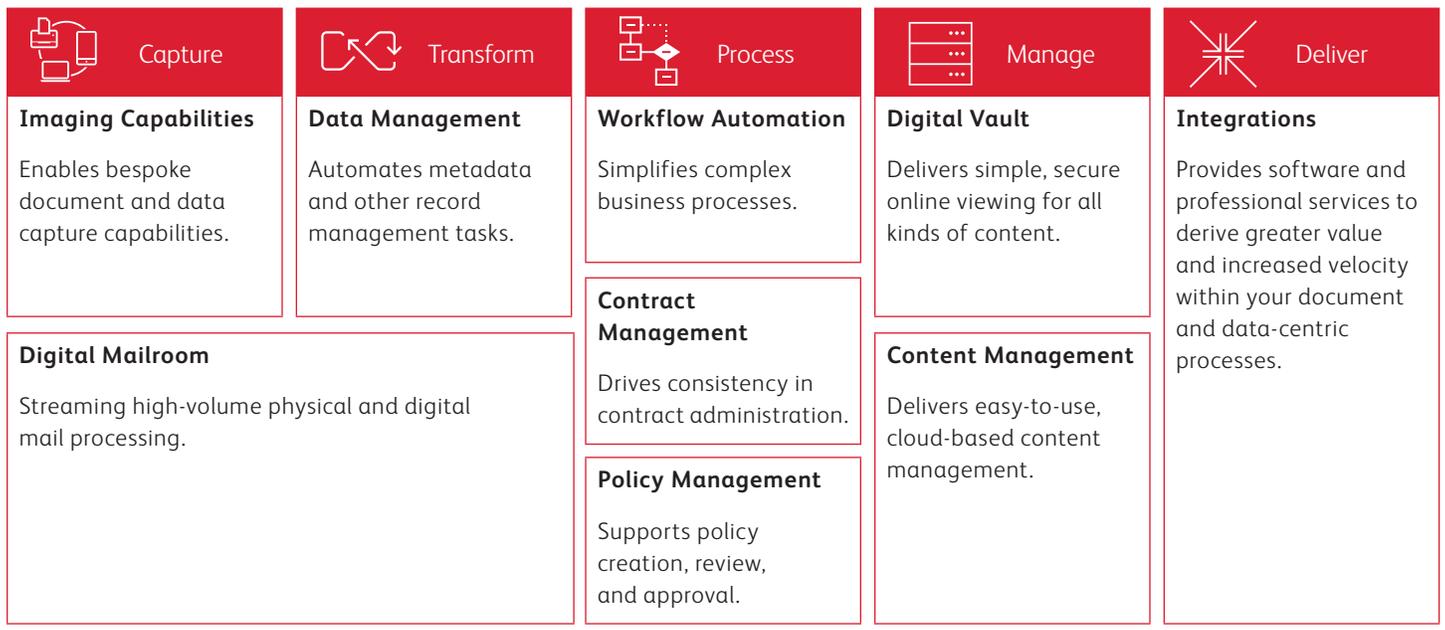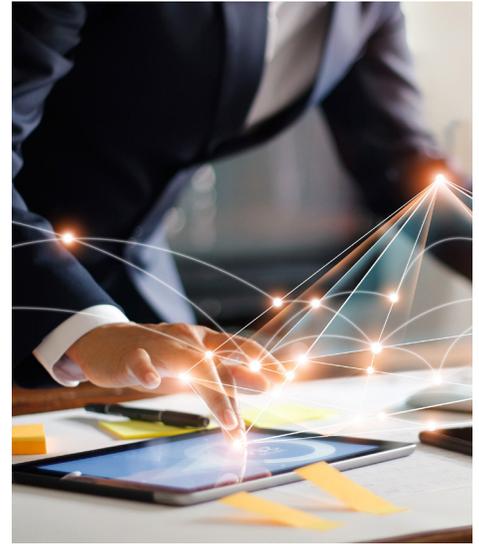
Our FedRAMP-compliant package of capabilities is designed to help any government organization use information more effectively. Leveraging powerful analytics, we're able to identify challenges and help government agencies tame the massive influx of physical and digital documents they deal with every day.

FedRAMP authorization follows the National Institute of Standards and Technology (NIST) guidelines on standardized security requirements.
The NIST controls ensure continuous monitoring and improvement in processes, and establish a risk management framework, which continually protects all government data in a government-only community cloud, reducing the time and staff required to conduct redundant agency security assessments.

INTELLIGENT DOCUMENT PROCESSING WITH LESS FRICTION AND MORE FLOW:

With Xerox® Capture & Content Services, establishing a comprehensive security framework is as straightforward as it can get. We can help you map out every step of a smooth document journey. These are some of our capabilities:

Capture	Transform	Process	Manage	Deliver
Imaging Capabilities Enables bespoke document and data capture capabilities.	**Data Management** Automates metadata and other record management tasks.	**Workflow Automation** Simplifies complex business processes.	**Digital Vault** Delivers simple, secure online viewing for all kinds of content.	**Integrations** Provides software and professional services to derive greater value and increased velocity within your document and data-centric processes.
Digital Mailroom Streaming high-volume physical and digital mail processing.		**Contract Management** Drives consistency in contract administration.	**Content Management** Delivers easy-to-use, cloud-based content management.	
		Policy Management Supports policy creation, review, and approval.		

- World-class security controls and standards
- Real-time risk management and transparency
- Proactive cybersecurity management and continuous monitoring

Making Progress on the Path Toward a Digital Government

Government Agencies can securely digitize and archive records in compliance with regulations.

Learn how to build a roadmap for your transformation journey
at **xerox.com/captureandcontent**

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