



IMPROVE YOUR **INFORMATION'S LIFECYCLE.**

Information governance, or IG, is an organization's strategy for **managing information and balancing the risk that company data presents with the value that data provides.**

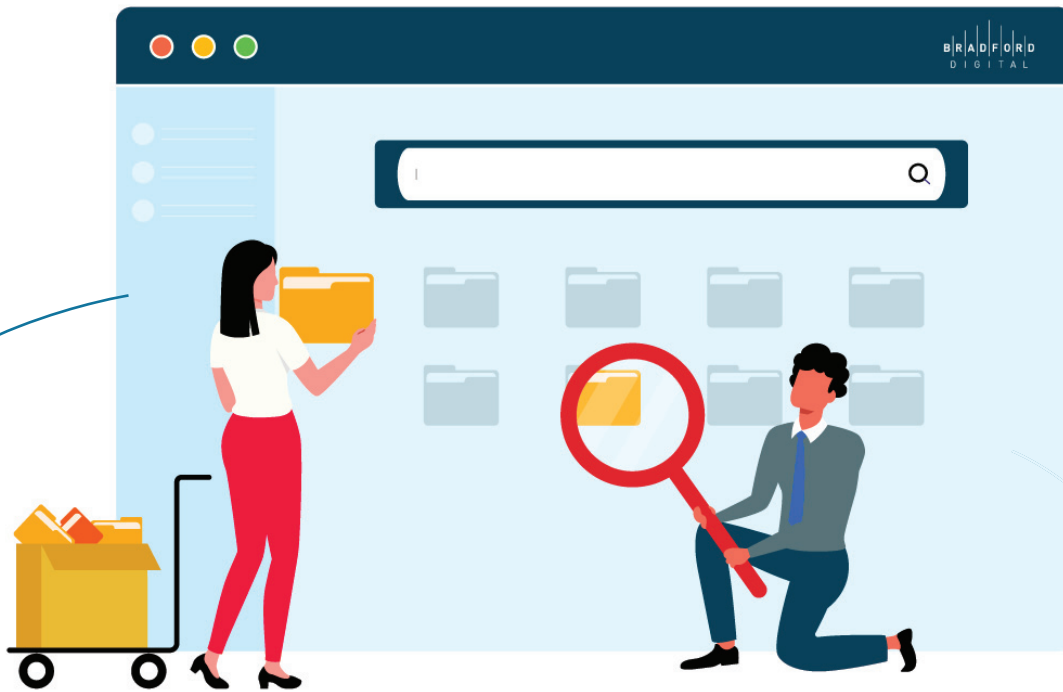
Information governance and records management go hand in hand. You can't have good data governance without a solid records management system, and vice versa. When you partner with Bradford Systems, we approach your unique needs from both angles.

An effective information governance system **ensures compliance with laws and regulations, mitigates risks, and protects sensitive customer and company data.**

IG and records management encompass some of the most important procedures in any type of organization, dealing with the proper **creation, retention, storage, and destruction of records.** Your records management policies should include how it captures, uses, stores, retains, and deletes information, and **spans from physical records to electronic documents, and any digital company or customer data.**

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REDUCE RISK, **REDEEM SECURITY.**

Information Governance (IG) involves the policies and internal processes your organization uses to manage its data.

IG policies should be designed to **account for compliance with state and federal regulations, industry-specific regulating entities, and internal company policies.**

Successful information governance systems mitigate an organization's risk and provide universal compliance, along with **streamlining business processes and data retention and disposal policies.** Our team of information governance experts will help your business:

- **Reduce data storage and retrieval costs**
- **Provide on and offsite scanning to digitize paper records**
- **Establishing a proper document management system**
- **Help you keep pace with data creation**
- **Avoiding legal fines and preparing for audits**
- **Prevent costly data breaches & more**

