Focused on records management

Ensuring security, accuracy and effectiveness

With increasingly complex regulatory and compliance obligations, data protection and safeguarding rules, businesses need to ensure high quality record keeping is central to the way they are run.

An increasing number of high profile stories have hit the news in recent years where corporate records have come under immense scrutiny. Such cases clearly illustrate why comprehensive and accurate record keeping is vital for businesses across all sectors around the world.

But aside from protecting your business from litigation, there are tangible business benefits for good record keeping.

Effective record keeping systems improve the day-to-day access of information, saving time and improving efficiency. They enable more straightforward preparation of reports to assist with management decisions, project evaluations and corporate information sharing.

What do we do for our clients?

Eversheds Consulting have worked closely with scores of FTSE 250 and Fortune 500 clients reviewing, designing and implementing bespoke record management systems.

Introducing a new record keeping system can be a complex task for any organisation to undertake. That is where our knowledge and experience really count.

First we work with our lawyers to prepare a ‘record retention schedule’ to ensure all of the right information is captured and recorded, and any legal obligations are met.

Next we work with you to design a system that works with your business, so that appropriate records are effectively captured and stored and – importantly – that the information is easily accessible.

We can then help you to roll out the new system, review your comments and assist with training to ensure effective ongoing management. And all to an agreed schedule and budget.

In terms of ongoing management, we work alongside Cintas Document Management UK Ltd, a leading supplier of end-to-end document management. They provide services including archiving, scanning, digitisation and secure document destruction to over 2,500 customers.

Together our services offer you the peace of mind that records are accurately maintained, safe, secure and accessible when you need them.
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Did you know?

1. New information stored by organisations has doubled year on year.
2. Our team comprises both lawyers and consultants who together provide up to date legal knowledge and specialist process redesign advice.
3. We have developed an international database of legislation relating to record retention periods that allows us to quickly prepare a records retention schedule.
4. We work with our clients’ in house teams to provide bespoke advice and our experience means we can efficiently implement record management solutions that work for your business.
5. We recently worked alongside DuPont to review and implement a safety, health and environment record system across 37 EMEA jurisdictions.
6. Together with Cintas Document Management UK Ltd, we provide clients with a truly end-to-end service encompassing record storage system design and implementation, roll out and training, right through to archiving and record destruction.
7. We have worked for the Walt Disney Company across 22 EMEA and 15 Asia Pacific countries, Tyco across six EMEA countries and helped many other clients in sectors ranging from industrial engineering and financial services, to TMT and government.

Key contacts
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