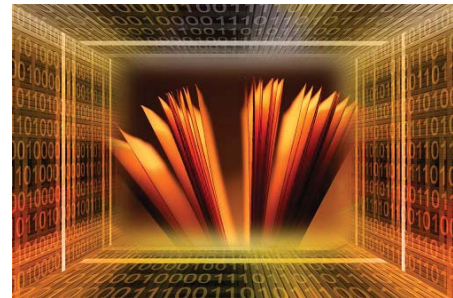


Records & Information Management (RIM)

We are Managed Business Solutions; a global IT services provider, focused on delivering high quality Business Technology and Consulting services under the principal of maximizing our client's return on their investments.

Our accumulated Experience, Knowledge Capital and Skilled Resources allow your organization to benefit from business technology systems without the unpredictable budget variances and operational disturbances that come with deploying complex IT investments and strategies.

- Information Governance Consulting Services
- eDiscovery Consultation Services
- Data Conversion Services
- Records & Information Management Software Solutions
- Data Protection & Recovery Solutions
- Database Archiving & Application Archiving Solutions
- Offsite Storage and Destruction Services
- Media Management Services
- Disaster Recovery Planning
- Electronic Document Management Systems (EDMS)



Information Governance Solutions

MBS can provide your organization with a full suite of services and solutions to support your Information Governance strategy, customized to meet and grow with your business, operational and technology needs.

Records are the information assets of your organization. Moreover, records are growing at an explosive rate. Getting ahead of the records explosion is how executives and their trusted staff are staying protected and even generating new sources of value for their organization and their customers.

The business practice of Information Governance requires People, Process and Technology integration. Executed properly, your information governance strategy should protect your organization as well as improving:

- Employee productivity
- Customer satisfaction
- Data security
- Business intelligence
- Facility use

RIM Policy & Procedure Development

- Records Retention Schedules
- File Plan Creation & Restructuring
- Taxonomy Development
- Compliance/Content Auditing Disaster Recovery Planning
- Business Continuity Resumption Planning
- Physical Record Inventory/Clean Up RIM Requirements Analysis
- Vital Records Preservation
- Records Center/Contract Management
- Document Storage - Smart Storage Solutions™
- Project Management Services

Systems Intergration

- Ability to interface records management systems with other enterprise applications
- Provide training
- Implementations and deployment

Monitoring & System Administration

- 24x365 help desk monitoring support (Level 1, 2 & 3)
- Delivers technical support for customer environment
- Provides call qualifications, logging and routing
- Performs troubleshooting and problem isolation
- Provides incident monitoring, tracking, closure
- Provides problem management & trend analysis
- Network Administration