

June 9th – International Archives Day

Telework and information governance

Issues finding your documents during this period of telework? Don't worry - June 9th is International Archives Day!

Created in 2008, the **International Archives Day** aims to raise awareness amongst organisations regarding **the importance of archives**, which represent a **source of information** and a cultural heritage for our society. The importance of media archiving, the classification of different types of documents, the management of retention periods, and therefore information governance are brought to light during this day.

This is also an opportunity to thank all the people who are committed to easing our research and information exchanges like Mister Archive and Miss Digital.

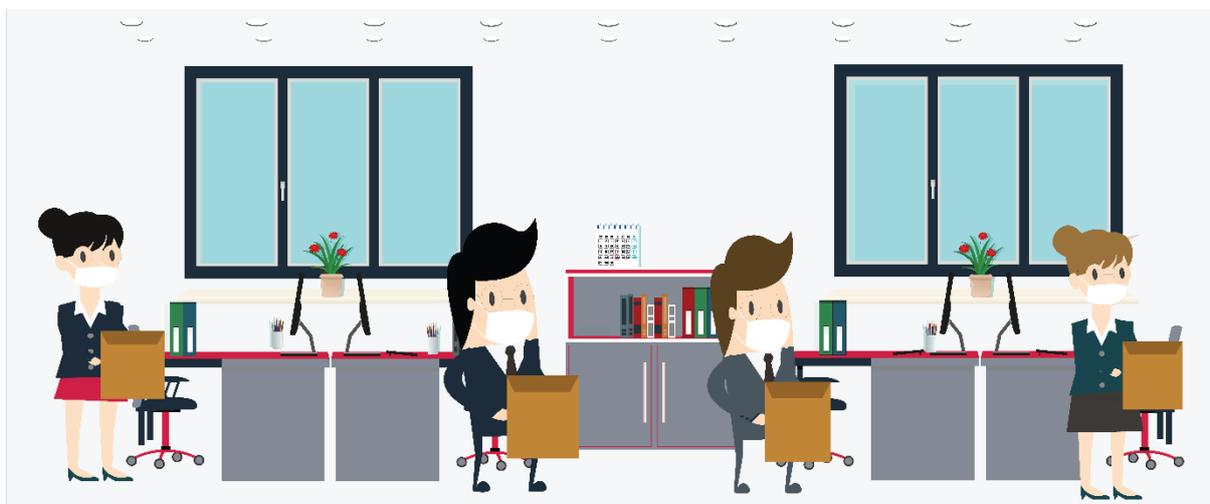
What does archives mean?

Archives include **documents of different types, age or support** produced by an organisation as part of its activity. Archives **explain and justify**, through good management, the **past and future actions of an organisation**, thus contributing to its proper functioning.

By archiving and classifying, organisations own clear and accessible information. Testimony of the past, archiving is also a means of **guaranteeing and proving the rights of organisations** in case of disputes. Therefore, a proper conservation is necessary.

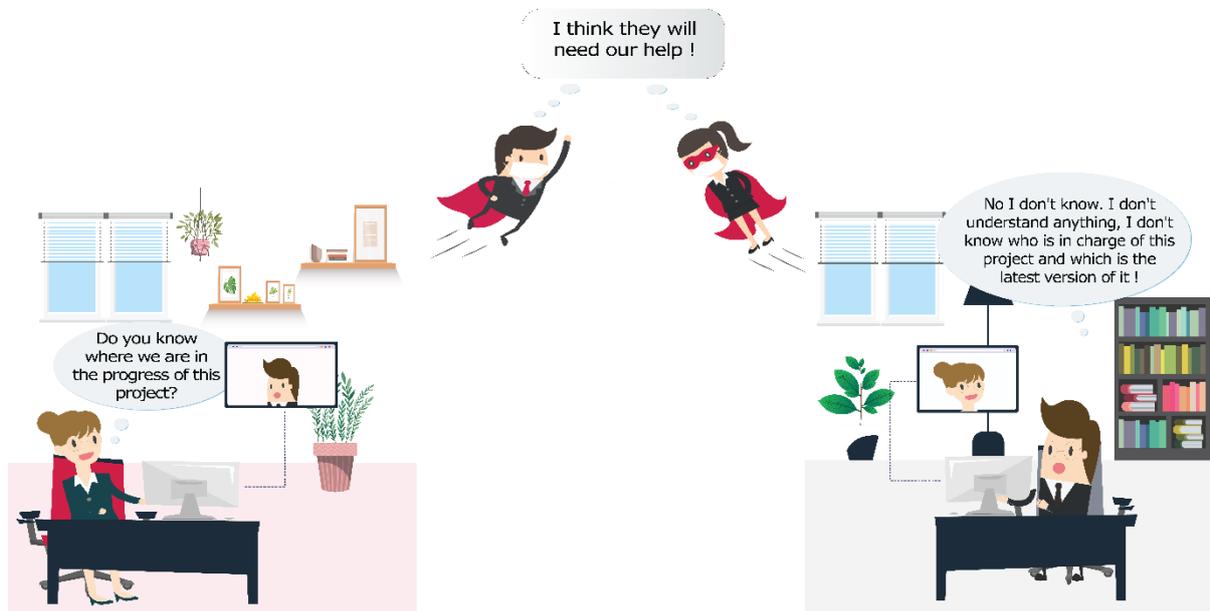
Why archiving?

Over the last few weeks, **telework** has been widely used, due to **the Covid-19 pandemic**. Organisations have completely **rethought their way of working** to ensure the **safety of their employees while continuing their business activities**. Work methods have been rethought and many employees have been forced to work from home overnight, without having the time to take their **paper records** they may need with them.



Departure for telework

After the deconfinement, many people will still be **working remotely** for several weeks or even several months. However, whether employees work at the office or from home, **document and data management** remains important and **a good information governance** becomes critical to enable employees, who work remotely, to easily find their documents.

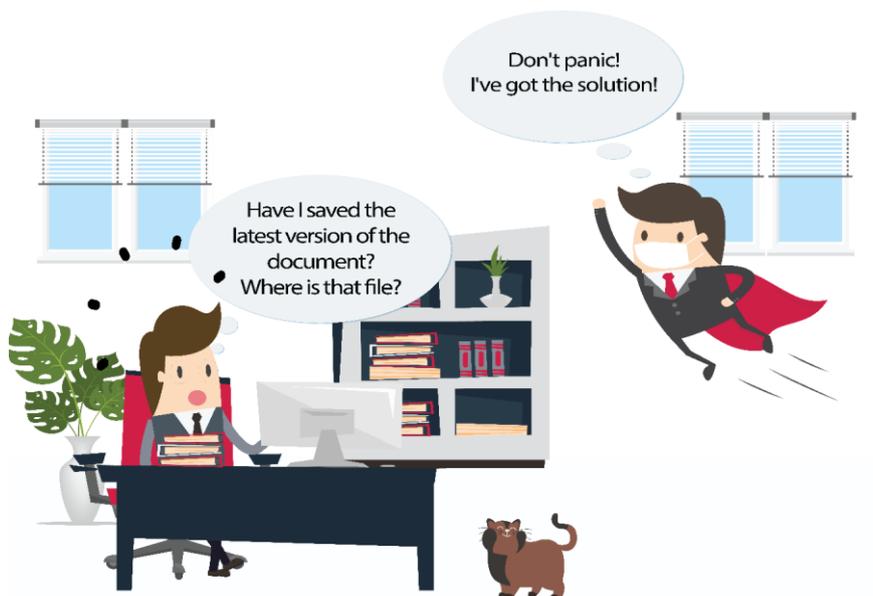


Beginning of a new adventure: working from home!

Labgroup's solutions

- Are you missing some of your paper documents to work on your projects?

As the health crisis has accelerated **teleworking**, many employees have been forced to switch to a **dematerialised work**. Many of them didn't have not had time to bring some **paper documents** with them to their homes and have **difficulties to access the files they needed** to work on their projects.



Scanning on demand

As being members of the **Labgroup** team, Mister Archive and Miss Digital are willing to help your organisation thanks to their magical **expertise** and deep experience in **the field of document and data management**. They will help you **digitise your documents for a faster, safer and more convenient management** even when you are working remotely.

Labgroup's **dedicated services** offer you a **24/7 access to your scanned documents** from any authorised computer.

Allow multiple users access to a single document at the same time or restrict access to authorised users with our **complete end-to-end solution**.

In-house scanning

Labgroup helps you to manage and **scan your documents at your premises**.

A **qualified expert** will scan your documents, creating **two copies**, to be stored **in two different datacentres in Luxembourg**. The original document can **be securely saved** or destroyed and should you require it a **certified copy** delivered back to you.

These two solutions will allow you to have:

- a more **efficient management** of your documents,
- an **increased productivity** with a time saving in your search for information,
- **faster access** to the information you need
- a **better collaboration** while working from home!

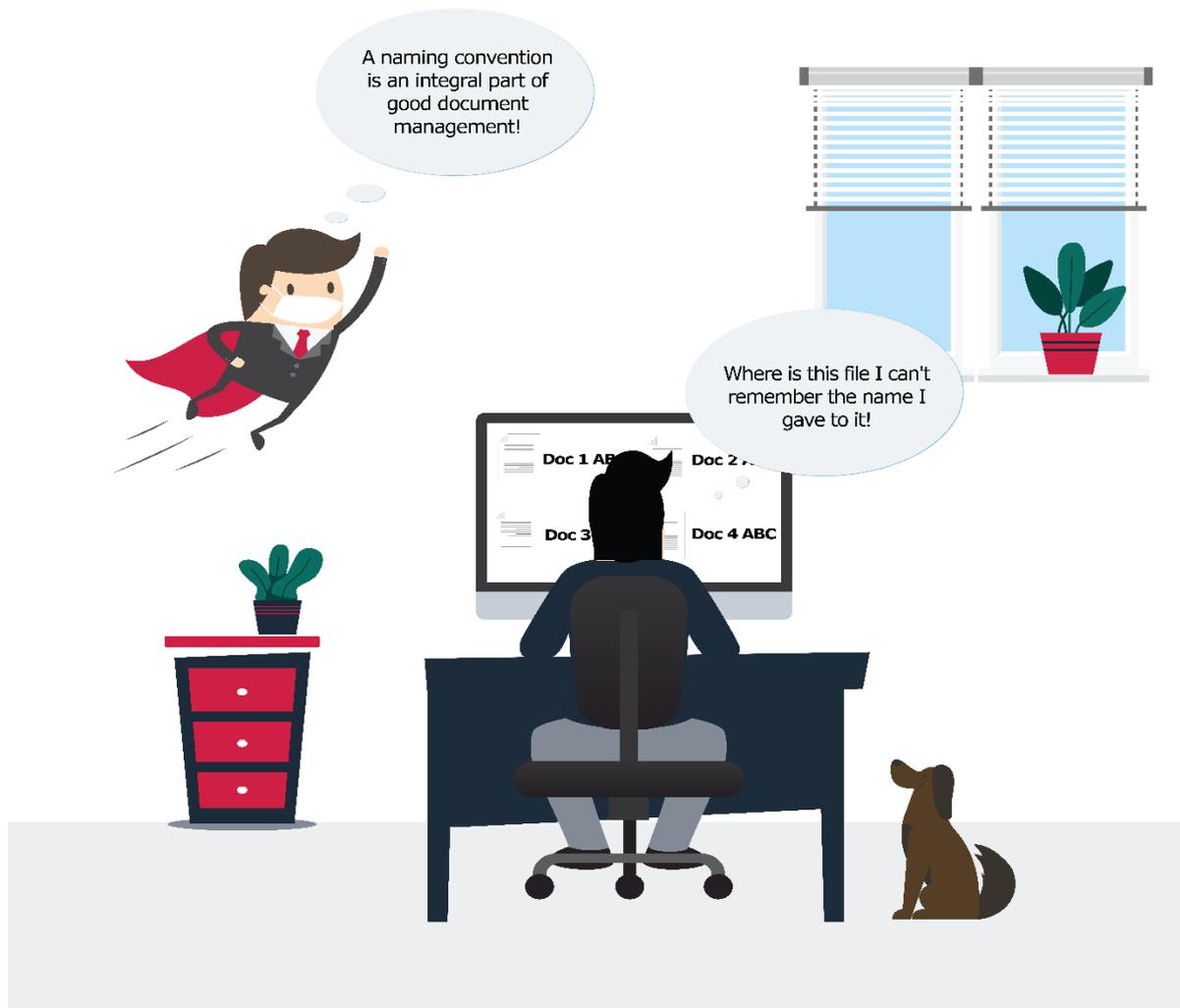
Let's make the right resolution to get on the right track, starting with less paper and good information governance!

You don't know how to implement good information governance?

Don't worry, as an **expert in document and data management for more than 40 years**, Labgroup assists you with **various advisory services, trainings and consultancy**, in order to help you in the **development of adequate information governance**.

Labgroup's experts will help you to realise:

- **naming conventions** that allow you to manage your files in the best way and to find them easily when needed,
- **sorting tables** to identify the value of your information and assign them a retention period,
- **classification plans**, which for current and intermediate archives, will enable you to organise and classify your documents in the best possible way in order to find and manage them efficiently,
- as for the definitive archives, the **classification plans** will enable you to preserve them and thus avoid any loss or deterioration of them.



Simplify and strengthen your information governance with the ARCATEG™ method.

The **Arcateg™ method** has been integrated into Labgroup's service offering. This original and effective methodology **that consolidates information management rules and their implementation**. Labgroup has become a trusted partner of **Marie-Anne Chabin**, an internationally recognised expert in the archiving and digital information management field, as well as the creator of the Arcateg™ method.

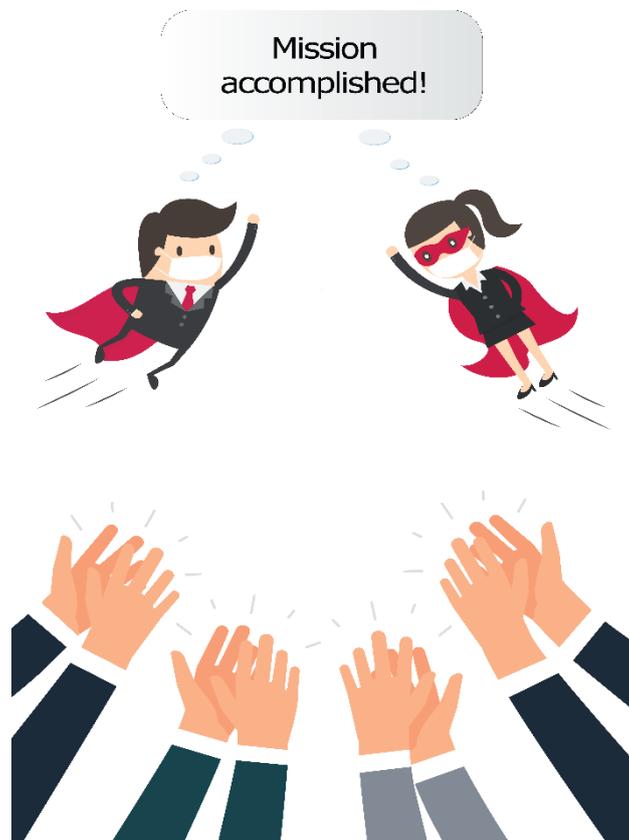
The Arcateg™ method is a **frame of reference regarding the conservation that complies with the record management principles** (= archive management) that allows to optimise and facilitate the information lifecycle management of an administration.

The 100 universal categories of the Arcateg™ ranking framework cover all possible values of information on all media and thus facilitate the audit and qualification of risk information in the company. These conservation categories make it possible to structure the lifecycle of documents and data rigorously and sustainably.

With Arcateg™, you can both **simplify and strengthen information governance** across the organisation (lifecycle management of files and folders, data security, content access). You can also decline to use the Arcateg™ repository according to various specific projects:

- **improvement of physical archiving**
- **quality and completeness of the retention rules**
- **identification of personal data**
- **compliance with GDPR.**

Labgroup consultants have been trained in the method and are at your disposal to help you to use it to optimise the management and archiving of your information assets.



Don't worry, with the help of Mister Archive and Miss Digital, your organisation will succeed in implementing proper information governance within your organisation!