

Infolinx and Education Records Management Solutions

As a result of the frequent redefinition of legal and financial responsibility within the education industry, an increasing number of organizations are looking for records management partners to guide them in the process of designing and implementing contemporary, flexible records programs. Typical requirements include a software solution incorporating FERPA and the Privacy Act of 1974 compliance integrated with an intuitive, easy-to-use interface.

For these reasons, educational organizations are looking towards Infolinx for complete life-cycle records management software and services. Tracking records across the enterprise, Infolinx software and compliance methodologies reflect records management best practices including the management of retention schedules at multiple levels.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping organizations implement strategic and scalable records management solutions, meeting today's stringent requirements.

Infolinx records management solutions enable clients to:

- Comply with regulatory requirements such as the Family Educational Rights and Privacy Act (FERPA), the Government Paperwork Elimination Act (GPEA), and the Privacy Act of 1974
- Implement a browser-based, true thin-client application
- Track records from point of creation through archiving and final disposition
- Implement an unlimited number of security groups restricting access to sensitive records and/or data.
- Maintain complete audit histories for every record.
- Minimize "lost" records with low-impact user compliancy and proven recovery strategies
- Integrate with existing software applications
- Seamlessly integrate barcoding, color-coded labels, and Radio Frequency Identification (RFID)
- Encourage end-user "buy-in" with intuitive interface
- Collaboratively design and implement an unlimited number of retention schedules for the archiving or destruction of records
- Maintain records integrity via proven inventory practices
- Maximize end-user accuracy and efficiency through workflow improvements including automated data entry, records requesting, bulk updating, and merging of duplicate records
- Analyze process metrics identifying bottlenecks and potential workflow improvement areas

