

Access

Multi-Site Nonprofit Streamlines Operations and Improves Security

Centralizing Records and Information with
Access Unify™ | Active File Service



Client Profile

Company

Non-Profit benefitting children and families

Product/Solution

Access Unify™ | Active File Service

Industry Sector

Non-Profit

Favorite Feature

“Secure file sharing! It has fortified our ability to confidentially exchange crucial information”

Company Size

SMB

The Challenge

The nonprofit has been providing critical support and services to children and families for over 125 years. As a multi-site organization, they have faced numerous challenges when it comes to managing their records and information, including outdated retention policies, lack of data integrity, and security concerns with sharing files across locations.

One of the major issues the organization faced was that their retention policies were not up to date, meaning they were potentially retaining records longer than needed, while also failing to keep records that needed to be retained. This caused confusion, made it difficult for staff members to access the information efficiently, and increased the risk of inadvertent disclosure or litigation.

Records were not consistently indexed, making it difficult for team members to identify and request records from offsite storage. This resulted in delays, potential errors, and information inconsistencies.

Finally, there were security concerns with sharing files across locations. The organization needed a way to ensure that sensitive information was only accessible to authorized staff members and that all file sharing was done in a secure manner.

The Solution

After evaluating all the solutions available to the organization, they turned to Access Unify | Active File Service. This solution provides a centralized platform for managing all the organization's records and information, including retention policies, and will help identify records stored offsite, and improve security. With the Access Unify solution in place, the organization now:

- Has confidence in the integrity of their archive records so retention and disposition policies can be applied.
- Has centralized records and information in a single, secure location, making it easy for staff to find and retrieve the information they need.
- Has improved security by implementing access controls that ensure sensitive information is only accessible to authorized staff members, and by providing secure file sharing capabilities.

Conclusion

Overall, Access Unify | Active File Service helped the organization streamline their records and information management processes, improve data integrity, and ensure that sensitive information was kept secure. With this solution in place, the organization is better able to focus on their core mission of helping children and families in need, while also ensuring that their records and information are properly managed and secured.



As a non-profit, the flat, monthly subscription helps to drive a balanced budget and allows for the expansion of other initiatives.”

Records Manager, Compliance

About the Company

Access is the largest privately held records and information management services provider worldwide, with operations across the United States, Canada, Central and South America. Access provides transformative services, expertise, and technologies to make organizations more efficient and more compliant. Access helps companies manage and activate their critical business information through offsite storage and information governance services, scanning and digital transformation solutions, document management software, and secure destruction services. Access has been named twelve times to the Inc. 5000, the ranking of fastest-growing private companies in the U.S. All trademarks, service marks and company names are the property of their respective owners.