



DIGITAL RECORDS MANAGEMENT

Infolinx Digital Records Management module allows you to track, manage, and audit physical and digital records together for unified records management



Associate Physical and Digital Records



Apply Retention Schedules to Digital Records



Manage and classify Digital Records From File Shares and Repositories

KEY FEATURES

- Associate digital records with physical records in Infolinx
- Apply retention schedules to both physical and digital records
- Manage and classify digital records ingested from file shares and repositories
- Full-text search capability of digital records
- OCR capability for standard electronic file types
- Redaction functionality
- Data integrity validation of digital records via checksum validation

