

The Importance of DoD 5015.2-Certified Records Management

As regulatory and compliance mandates raise pressures on organizations across all industries, the need to control diverse forms of content has increased exponentially. Records management systems enable organizations to centrally, securely and electronically manage their records.

When selecting a records management system, the most important certification to consider is DoD 5015.2.

What is DoD 5015.2?

Many organizations use the **DoD 5015.2-STD Electronic Records Management Software Applications Design Criteria Standard** from the U.S. Department of Defense (DoD) as a starting point for evaluating records management systems.

The Joint Interoperability Test Command (JITC) certifies records management software solutions according to this standard. According to the JITC's website, "The current version of DoD 5015.2-STD, signed 25 April 2007, defines the basic requirements based on operational, legislative and legal needs that must be met by records management application (RMA) products acquired by the Department of Defense (DoD) and its Components. It defines requirements for RMAs managing classified records and includes requirements to support the Freedom of Information Act (FOIA), Privacy Act, and interoperability."

Knowing a DoD-certified system has been tested against the DoD's rigorous standards provides reassurance to records managers at thousands of organizations across a wide variety of industries.

Why is it important?

Unless you work for the United States Department of Defense or one of its components, you are not required to select a records management system that meets the specifications of the DoD 5015.2 standard. However, the possible detrimental impact of non-compliance with recordkeeping requirements on organizational reputation and value highlights the importance of investing in a records management system that ensures an organization's information assets are safe and well managed.

When you select a system that has achieved full compliance with DoD 5015.2, it is guaranteed to provide a multi-faceted set of information governance tools that manage document lifecycle from initial capture to long-term archival. With the right processes in place, these tools will break down information silos and make staff more productive, while also ensuring that information is accessed in a prudent and compliant way.

Records management is vital to the success of your organization, and an electronic records management system that has been certified to meet stringent requirements for organizing file structures and plans will ensure that you have the best tools available for keeping your information assets organized, safe and secure.

Laserfiche Records Management

A robust records management system like Laserfiche supports the automatic enforcement of consistent, organization-wide records policies and reduces the cost of regulatory compliance. By positioning records management functionality as the foundation of the Laserfiche enterprise content management (ECM) platform, Laserfiche makes it simple to manage all content and records from a single application.



Enables more informed decision making by making information readily available.



Balances the need for compliance with the need for flexibility.



Facilitates effective performance of activities throughout an organization.



Provides continuity in the event of a disaster.



Provides better documentation more efficiently.



Protects the rights of the organization, its employees and its customers.



Meets statutory and regulatory requirements including archival, audit and oversight activities.



Protects records from inappropriate and unauthorized access.



Provides protection and support in litigation.



Reinforces governance, risk and compliance standards.



Allows quicker retrieval of documents and information from files.



Supports and documents historical and other research.



Frees up office space for other purposes.

Your Next Step



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