



## ViewCenter®

- Online document management system
- Simple to install, easy to use
- Seven layers of security
- Fast document access
- Available 24/7

### RECORDS RETENTION

- For maintaining retention and disposition schedules
- Ensures compliance with Arizona State Library and Archives Retention Schedules
- Automated review, release, or destruction of records
- Email notification with options to purge, archive, or place documents on legal hold

### PURCHASING VEHICLES

- Arizona State Document Imaging Services Contract – EPS090009-4
  - Arizona State IT Staffing and Consulting Services Contract- EPS070113
- ViewCenter Software sold through  
DELL – Arizona State Software  
Provider

## Document Management Solutions for LAW ENFORCEMENT

Officers, Administrators, and Staff in today's law enforcement require immediate access to critical information to better serve and protect the community

Arizona State Library and Archive and other state regulators require that records retention and disposition processes be in place and that reports and information be secure and protected as prescribed by law.

ICM has developed a document management solution ViewCenter, a Web-based document management system, integrated with Records Retention, comprehensive document security and ScanCenter modules, which allows law enforcement agencies to comply with regulations in an easy-to-access, secure environment. With more than 22 years experience in the document management sector, ICM Document Solutions can implement departmental and campus-wide processes for law enforcement agencies that will:

- Convert vital paper records into secure electronic files
- Manage retention and disposition schedules according to state standards
- 24/7 WEB-Based access to officers and staff regardless of location or time
- Decrease overhead related to storage and reprographic costs
- Maximize employee productivity and efficiencies to better serve the community
- Integrate with existing law enforcement systems

ICM's business solutions experts work closely with law enforcement departments to provide the best solution for each division's budget and needs.

Evaluations include various discovery and delivery mechanisms such as ROI projections, feasibility studies, project planning, and scanning of existing paper records. Every department will be able to standardize and improve manual paper processes and boost employee productivity by utilizing ICM's suite of products and services, including imaging and scanning, and IT integration services.

ICM can manage your records and documentation, including:

- Warrants
- Internal Investigations
- Licensing
- Sex Offender Registration
- HR records
- Training and Certification records
- DR records
- Criminal Investigations
- Criminal History records
- Incident reports
- Financial records
- Evidence/Crime Lab

Call 800-676-4261 or visit [www.icmdocs.com](http://www.icmdocs.com) to tour ViewCenter for more information.

*\* Other state regulatory bodies include Arizona Uniform System and Financial Records, Arizona State Library Archives and Public Records, Individuals with Disabilities Educational Act, and United States Patriot Act*