

**Connect Matter-Centric Folders to
Your Firm's Records Policy**

Until a firm is ready to rely entirely on the electronic matter record, **Baker Robbins & Company** has developed **Records Print Module ("RPM")**, an add-on tool that makes it easy for users to support the firm's records management policies and procedures while requiring less records staffing resources on collecting, printing, collating and organizing filing materials.

The anticipated organizational cost savings in secretarial and lawyer time is \$300k+ range.

RPM applies business rules to workspaces, folders and documents automatically – Interwoven workspaces are based on templates containing "Page Types" and folder "Dispositions" that represent the best folder structure for a practice area.

The combination of page types and disposition define Records Management folders ("RM Folders"), which are equivalent to ones set up and maintained by the Records Department.

RM Folders inherit meta data properties and records management business rules assigned to Page Types as well as attributes explicitly assigned to individual folders.

RPM defines which materials filed electronically in RM Folders are printed and filed in parallel physical files by the Records Department.

Drag and Drop – Print and File - As users contribute to "Records Management" folders, RPM monitors the firm's libraries looking for attributes that match the business rules for physical file retention.

When items are found, RPM controls the printing and grouping of electronic files for physical filing by the Records department.

RPM automates collating with slips sheets - RPM can be configured to print slip sheets between Workspaces, Folders and Documents. Client Workspaces can be printed sequentially and documents can be sorted and printed by date within Folders. Slip sheets can print from different paper trays to provide different colors and pages sizes for additional ease of collating and filing.

RPM ReadyPrint is a feature that is used by clients who prefer ad hoc printing to automatic print scheduling.

Print Logs for each print job are generated showing document and slip sheet print history and error tracking.

Cost Recovery Logs for each print job viewed in Excel, where you can see how many pages were printed for a particular client for each print job.



The Complete Solution

Contact **BAKER ROBBINS & COMPANY** to find out more about the benefits of **Records Print Module**.