



KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

Trusted Solutions for Public Records Access

state archives



Safeguard. Is your records archive system meeting the demands of your constituents? Can you protect private, confidential information while providing the public access mandated by law? With shrinking administrative budgets, are you being tasked with doing more with less?

For state and federal agencies across the U.S., Konica Minolta is providing trusted solutions that enable fast and secure access to public records. Konica Minolta's Enterprise Content Management (ECM) solutions provides integrated document workflow solutions to automate constituents requests, reducing costs and streamlining efficiency. This industry-leading solution addresses process and tracking needs while promoting affordable transparency and insight.



Giving Shape to Ideas

Fast, Secure Public Records Access Now Made Easier.

Easily Meet Record Requests Fast

With Konica Minolta's Public Records solutions, you retrieve and bundle documents to meet records requests, provide self-service access to documents and records, automate the request process and even redact confidential information. Whether available to download or view from your website, our solution keeps confidential information secure. It's an easy solution to deploy with an ROI that proves itself quickly.

Reduce Strain on Your Staff and Satisfy Customers Quickly

Fulfilling record and document requests is an important legal responsibility for government entities, which is increasingly being managed by smaller and smaller staffs. Our solutions give you the tools for efficient search, web self-service for constituents and fee-for-document models, as well as security and redaction tools to protect sensitive information. This way, staff fill requests quicker, easing strain on them and making constituents happy. And because you're leveraging an existing investment, it's a solution you can afford that also provides the transparency your constituents demand.

Automate Constituent Requests to Gain Visibility into Processes

Governments need to track public records requests to ensure that they're being fulfilled in a timely fashion, especially as legal consequences for missed deadlines

increase. The Konica Minolta Public Records Request solution automates the request process so staff find, redact and bundle documents quickly and efficiently; it gives you a clear view into the process. With visibility into the status of requests, you meet your legal obligations without creating and managing manual tracking systems.

Offer Constituents Online Access Without Sacrificing Security

Now more than ever before, officials at the state and local level feel increased pressure to provide easier access to public records. The Konica Minolta Public Access and Document eCommerce solutions create an easy way for your organization to add search, subscription and pay-per-page document download to your website. You continue to collect fees for requested documents, but constituents complete transactions on your existing website through a secure portal instead of in person.

By using your website to automate information requests, you relieve the pressure on your office staff and improve constituent satisfaction. And with our solutions document security and tools like Automated Redaction, you can be sure that information is secure—allowing you to make more documents available and reducing the number of records requests staff have to process.

Konica Minolta ECM Benefits:

Leverage the Power of ECM Solutions

- Integrate paper and electronic capture methods for fast, reliable data flow
- Create WORM-capable storage, certified records management and document retention practices
- Maintain flexible access with complete file and document security

Exceed Government Security Standards

- Impose trusted formats (PDF/A & TIFF v6) with automated ease
- Store information seamlessly to multiple drives and write-once media
- Implement retention rules, create holds, generate distribution reports and more
- Create auditable records to analyze your processes and prove compliance

Streamline Workflows

- Automate manual processes to maximize resources and reduce costs
- Provide total historical reporting and system transparency to meet legal requirements
- Turnkey solutions include efficient search, web self-service for constituents and fee-for-document tools



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com

For further information, please visit our website: KonicaMinoltaECM.com

