Records Health Assessment

Our Records Health Assessment is a self-evaluation tool designed to help you assess the efficiency, security, and organization of your document management systems. We have broken this down in 5 main categories critical to your success to help identify potential weaknesses in your records management processes. This will help determine whether you can benefit from professional document digitization and data management services.

Each response has a corresponding score with total maximum score of 125. Tally up your points across all five sections to determine your final score at the end.

DOCUMENT ORGANIZATION & ACCESSIBILITY	1	2	3	4	5
Are your documents stored, properly categorized, and labelled for easy retrieval?	Nonexistent	Emerging	Developing	Established	Optimized
Do employees spend minimal time physically searching for information?	Never	Rarely	Sometimes	Often	Always
Is your document retrieval system user-friendly?	Not User-Friendly	Needs Improvement	Moderate	Good	Excellent
Do employees have the right level of access to the information they need?	No Access	Limited	Somewhat Sufficient	Mostly Sufficient	Fully Accessible
Are documents backed up and retrievable in case of data loss?	Not Implemented	Occasionally	Basic Backups	Regular Backups	Fully Redundant

Score: _____

Why It Matters:

Effective organization and easy retrieval of documents are vital for efficient workflows, quick decision-making, and overall productivity. By reducing the time and effort spent searching for critical information, businesses can streamline processes and maintain a competitive edge.

SECURITY & COMPLIANCE	1	2	3	4	5
Do you have access controls in place to protect sensitive information?	No Controls	Minimal	Basic	Strong	Highly Secure
Are you compliant with relevant industry regulations (e.g., PIPEDA, GDPR, HIPAA)?	Not Compliant	Minimal Compliance	Basic Compliance	Strong Compliance	Fully Compliant
Are security measures such as encryption and audit logs in place for digital records?	No Measures	Limited	Moderate	Strong	Best-in-Class
Are physical records stored securely with restricted access?	Not Secure	Minimal	Moderate	Secure	Highly Secure
Do you have a disaster recovery plan for data breaches or document loss?	No Plan	Basic Plan	Partial Coverage	Complete	Fully Optimized

Score: _____

Why It Matters:
Strong security measures and regulatory compliance protect your organization from data breaches, legal repercussions, and reputational harm. Proper safeguards ensure sensitive documents are handled correctly, preserving trust with clients and partners.

WORKFLOW & EFFICIENCY	1	2	3	4	5
Is your team able to collaborate on documents seamlessly?	Never	Rarely	Sometimes	Often	Always
Do you have automated workflows for document approvals, signing, or archiving?	Not Implemented	Occasionally	Partially	Mostly	Fully Automated
Are you leveraging AI or OCR for efficient data extraction?	Not Used	Minimal	Somewhat	Mostly	Fully Optimized
Is your team minimizing manual data entry or paper-based processes?	Completely Manual	Mostly Manual	Partially Digital	Mostly Digital	Fully Digital
Do you have policies in place for document version control and audit trails?	No Policies	Minimal	Basic	Strong	Fully Optimized

Score: _____

Why It Matters:

Automated workflows and efficient processes reduce manual effort and errors, allowing teams to collaborate seamlessly. By minimizing bottlenecks and repetitive tasks, you free up valuable time for innovation and business growth.

RECORD RETENTION & LIFECYCLE MANAGEMENT	1	2	3	4	5
Do you have a structured records retention policy in place?	No Policy	Basic	Developing	Established	Optimized
Are outdated or redundant documents regularly reviewed and archived or shredded?	Never	Rarely	Sometimes	Often	Always
Are you managing records according to legal retention requirements?	Not Compliant	Minimal Compliance	Basic Compliance	Strong Compliance	Fully Compliant
Are you digitizing critical records to reduce physical storage dependency?	Not Implemented	Limited	Partially	Mostly	Fully Digitized
Do you have an automated system that flags records for review or deletion?	No System	Minimal	Basic	Advanced	Fully Automated

Score: _____

Why It Matters:

A structured document lifecycle policy helps maintain compliance, manage legal risks, and avoid unnecessary storage costs. Timely archiving and disposal of outdated documents also reduces clutter, improving overall information management quality.

OVERALL DIGITAL READINESS	1	2	3	4	5
Have you migrated most of your critical records to digital formats?	Not Started	Minimal	Partial	Mostly	Fully Digital
Do you have a scalable Records Management System (RMS) in place?	No System	Minimal	Basic	Advanced	Fully Scalable
Are you using cloud-based storage solutions for remote accessibility and security?	Not Used	Limited	Basic	Secure	Fully Cloud Based
Do you have a strategy for continuous improvement in information management?	No Strategy	Occasional Reviews	Basic Plan	Strong Plan	Fully Optimized
Would your current system allow for easy integration with AI-driven analytics or automation tools?	Not Compatible	Minimal	Basic	Advanced	Fully Integrated

Why It Matters:

A modern, digitized system enhances remote accessibility, supports advanced analytics, and positions your organization to adapt quickly to evolving technologies.

High digital readiness leads to improved agility and long-term sustainability.

Total: _____

0 - 25: Critical Condition
6 - 50: Needs Improvement
51 - 75: Moderate, But Room for Growth
76 - 100: Well-Managed, But Not Fully Optimized
101 - 125: Optimized & Future-Ready

Check the next page for a detailed breakdown of your score, recommendations, and the next steps to improve your records management!

Breakdown & Recommendations

0 - 25: Critical Condition

Immediate Action Needed – Your records are disorganized, inefficient, and pose security risks.
Potential Recommendations:

- Implement basic digital storage and document categorization.
- Start digitizing paper records and setting up backups.
- Establish basic security measures and access controls.

26 - 50: Needs Improvement

Significant Upgrades Needed – Some structure exists, but inefficiencies slow operations.
Potential Recommendations:

- Move to a centralized digital system and automate basic workflows.
- Improve security controls and regulatory compliance.
- Regularly review and archive outdated records.

51 - 75: Moderate, But Room for Growth

Well Structured but Needs Optimization – Your system is functional but could be more efficient.
Potential Recommendations:

- Implement AI-powered search tools for faster retrieval.
- Automate document approvals and compliance tracking.
- Strengthen security with encryption and audit trails.

76 - 100: Well Managed, But Not Fully Optimized

Efficient but Can Be Future-Proofed – Strong structure with minor gaps.
Potential Recommendations:

- Expand AI automation and fully digitize remaining records.
- Upgrade disaster recovery and scalable cloud storage.
- Explore AI analytics for deeper insights.

101 - 125: Optimized & Future-Ready

Best-in-Class Records Management – Your system is fully secure, digital, and automated.
Additional Recommendations:

- Maintain continuous improvements and compliance updates.
- Optimize remote accessibility and data security.
- Explore next-gen tech like blockchain for ultimate protection.

Note: The recommendations provided here are based on general best practices and insights from what we've seen. Every business environment is unique, and these suggestions may not fully address the specific needs or complexities of your operation but can be used to point you in the right direction.

Need Help Improving Your Score?

No matter where your business stands, Consentia can help you optimize your records management. Whether you need to digitize paper files, improve security, or automate workflows, our expert solutions can streamline your operations and ensure compliance. Contact us today to start improving the health of your records!

Book a demo or connect with our experts today!

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