

Take Control of Your Digital Information

What are digital records?

Digital records are the information your organization produces or receives electronically, forming a reliable record of business activity.

Why Use a Records Schedule

A records schedule keeps important information organized and easy to find, reduces storage costs by moving or disposing of inactive files, preserves records of long-term value, and helps control record growth.

Why they matter

Preservation ensures digital records remain accessible, trustworthy, and usable over time — even as systems, formats, and technology change.

Types of Management

Document Management

Focuses on organizing and accessing working files to support daily operations.

Records Management

Governs official information to ensure compliance, security, and proper retention across its lifecycle.

Records Lifecycle

Create/
Receive

Capture

Close

Retire

Transfer/
Destroy

Download our full records management guide here

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