

DOCUMENT MANAGEMENT AS PART OF YOUR RISK MANAGEMENT PRACTICE

Enterprise wide risk management (ERM) is one of the great recommendations to come out of the various King Commission reports on corporate governance. ERM covers risk management across the entire spectrum of every organisation and is simply a great way to make your organisation more resilient.

One of the King III requirements is that systems should be in place for business continuity and disaster management. I guess that for most of us, attorneys particularly, protecting the integrity of our documents is probably our highest priority in terms of business continuity practice.

When a business runs on documents, what could be more devastating than the loss of documents? Although it is sometimes possible to recreate them, re-creation takes time, effort and money. In the meantime, clients suffer, reputations are damaged and productivity goes downhill. If time is money, re-creation of documents is a waste of time and a loss of money.

Now, *Globaldox* and *Sohodox* offer the perfect solution to document integrity. These two packages, designed for large and small enterprises, provide a way of ensuring that every document that has ever crossed your desk, including electronic documents received, are properly filed in electronic filing system, stored off site and are retrievable at the push of a button.

If your building were to burn down tonight, how would you start again in the morning? The answer lies in *Globaldox* and *Sohodox*. Open your notebook, log in, and retrieve whatever documents you need. Leave your administrative staff to pick up the pieces, but you can keep working and your clients need never be inconvenienced.

This is Business Continuity 101: Protection of your documents, protection of the integrity of your work, protection of your clients and, most importantly, protection of your reputation.

Call us now on +27 833 050 294 and ask for Daya Naidoo or click [here](#) for more information.

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