

## Managing and updating thousands of records for regulatory compliance across local and state levels – instantaneously

Records Retention and Disposition Management System, or Artemis, built by Sunrise Systems, enables State and Local agencies to integrate their respective records management and records disposition workflow through a standardized system. Records Retention and Disposition Management System, or Artemis works off a centrally-hosted Shared Services portal, to simplify records management for State/ County and Local government agencies. The system easy access and publishing of archives and records, in a transparent manner.

### Who can use Artemis

If you are a regional or local government agency, you can

- Obtain complete, accurate retention schedule
- Disposition Request Management
- Electronic Approval of Dispositions

### Capabilities and Features

#### Records Retention Management

- Author, edit, and publish record retention policies
- Manage record series and schedules for individual state/local agencies
- Establish retention policy in months, years or event based
- Reference specific legislation and/or statute
- Ensure consistent adoption across all state and local agencies

#### Disposition Request Management

- Supports complete workflow for the creation and submission of electronic disposition requests with optional electronic signature
- Online review and approval by the agency and/or state archives staff
- Permanent storage of approved/rejected requests in central repository

### About Sunrise Systems Inc.

Sunrise Systems is a leading provider of technology, services and complete IT solutions for state and local government. Since 1990, we have been providing the states of New Jersey, New York and Pennsylvania with records management, public facing interfaces, cloud technology solutions, and custom application development.