Strategic archiving

A legal obligation, but also…
A catalyst to optimize IS performance and reduce costs

The challenges of Legal Archiving

Following the financial scandals in the early years of the 21st century and under pressure from shareholders of listed companies, the French Government has considerably tightened regulations governing computerized accountability. They have also imposed new methods in the calculation of corporate earnings and have chosen to use these in the fight against tax evasion. The storage of accounting data should be done in a timely and efficient manner to demonstrate the validity of company's accounting. Otherwise, a company may face back duty VAT or corporation tax. In the most extreme cases, management may be held criminally responsible and could face imprisonment.

Some Statistics

Since 2006, the French Tax Authority has been given targets in respect to the number of audits to be carried out and the means deployed in these investigations.

With 34.4% of companies investigated for fraud and the duration of tax document retention reaching 3 to 6 years for companies, the French Government is able to regularly monitor all companies.

The performance of the Tax Authority in 2007 is reflected in the following figures:

+ 10.9% back duty levied in taxes on companies,

+ 18.5% increase in fines,

+ 10.5% VAT files corrected,

+ 74% in back duty!

Archiving Data for the Performance of the Company

An archiving platform that has been adapted to meet legal requirements can serve other needs within the company:

- Traceability: To respond to the demands of your clients in terms of monitoring and follow-up of activities,

- Reduced cost: To eliminate obsolete applications within the IS (Information System) and minimize the cost of storing information.

What to do

Data archiving is a legal obligation; however, the main obstacle to its implementation is the lack of clear guidelines on what data should be retained and how companies should proceed. These points are addressed by Capgemini's archiving offer.

Capgemini's archiving offer

Based on strong experience in archiving projects carried out on behalf of strategic clients, Capgemini has put in place a complete implementation process. We work with you from the initial archiving requirements phase until your secured, legal archiving system is put into production.

Implementation steps

Capgemini has identified 3 steps in the implementation of a standard archiving platform:

- Scoping,

- Pilot,

- Extension of the system.

Scoping

Capgemini has created a collection of pre-requisites in the archiving process:

- The purpose of the archiving project (legal / performance),
- The countries in Europe concerned,
- The client's business sector. Once this document has been adapted to your situation, it will allow for the rapid generation of high-level functional requirements, and / or a consultation document to enable you to chose a solution (software, integration and / or third-party archiving) . Based on experience, Capgemini also provides an assessment of the project budget, an implementation plan, a risk assessment, and a comprehensive summary assessment allowing you to determine the project ROI.

The Pilot

Capgemini offers you all of the technical means necessary to test the pilot of an archiving platform, whether:

- Internal: Capgemini will provide its expertise in monitoring and managing the project as well as technical assistance during implementation, or
- Outsourced: An outsourced archiving platform, upon request.
- During the pilot phase, Capgemini will demonstrate its ability to assist you in the implementation of the project.

Extension of the system

Once the pilot is complete, Capgemini will assist you during the deployment of the archiving platform to all of the client entities:

- We will familiarize the appropriate resources who are responsible and implicated in the usage of the shared, archiving platform,
- We will provide the expertise needed to connect new systems to the archiving platform,
- We assure the flexibility of the platform based on ever-changing needs,
- We assure support for you during the search and recuperation of archived materials,
- We will provide the capability to archive all types of material (emails, documents, structured data, ...).

Our Partners

Capgemini is an IBM® Premier Business Partner. Together they work to offer a comprehensive range of Enterprise Document Management and Data Management software that can reside on all leading storage platforms. These software solutions can support either specific point solution requirements or provide an enterprise wide Data Lifecycle Management Platform for both unstructured and structured sources of data.

Capgemini also partners with:

- Third-party archiving providers for the physical management of mixed paper and electronic data
- Law firms to review complex legal issues and to provide expert advise on the programme scope and the potential risks.

About Capgemini

Capgemini, one of the world's foremost providers of consulting, technology and outsourcing services, enables its clients to transform and perform through technologies. Capgemini provides its clients with insights and capabilities that boost their freedom to achieve superior results through a unique way of working, the Collaborative Business Experience. The Group relies on its global delivery model called Rightshore®, which aims to get the right balance of the best talent from multiple locations, working as one team to create and deliver the optimum solution for clients. Present in more than 30 countries, Capgemini reported 2008 global revenues of EUR 8.7 billion and employs over 90,000 people worldwide.

More information is available at **www.capgemini.com**

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