



Cohasset Associates

GUIDING THE WAY TO SUCCESSFUL RECORDS MANAGEMENT

Cohasset Associates, Inc.

*is one of
the nation's foremost consulting firms
specializing in
document-based information management.*

Now in its fourth decade of serving clients
throughout the United States,
Cohasset Associates provides award-winning
professional services in five areas:

management consulting,
legal and survey research,
education and publishing.

Cohasset Associates, Inc.

has been described as
*the only management consulting firm in its field
with its feet in the trenches
and its eye on the horizon.*

Management Consulting

The objective of Cohasset Associates' consulting practice is improving the programs, processes, and systems that manage document-based information.

This ranges from establishing corporate records management programs to planning state-of-the-art electronic records systems.

Applying its unique combination of records management, legal and technical skills, together with its decades of problem-solving experience, Cohasset Associates provides cost-effective solutions to meet its clients' compliance and legal responsibilities and achieve their business objectives.

The digital age is revolutionizing the management of records. New operational paradigms and technical skills now are required to meet the records management "sea change" at hand.

With its renowned expertise and experience, Cohasset Associates delivers innovative solutions for managing electronic records with risk mitigation.

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Education

The quality of Cohasset Associates' educational work is recognized internationally.

The knowledge imparted by Cohasset Associates at more than 1,000 professional seminars and conferences has assisted tens of thousands in improving the management of their records.

Cohasset Associates' educational work is centered on its annual national conference on Managing Electronic Records (MER). The MER is a focused, limited-attendance conference addressing the operational, technical and legal issues associated with managing the complete life cycle of electronic records.



The MER success story: exceptional quality, personalization and problem-solving answers.

Legal Research

Cohasset Associates is renowned for its legal research and longstanding focus on records management legal issues.

Cohasset's resident legal expertise provides authoritative research and analyses on records retention schedules and the interaction of law and technology.

Survey Research

Cohasset Associates is the leading source of survey research on records management issues.

Together with ARMA International and AIIM International, Cohasset researched and prepared the industry White Paper *Electronic Records Management Survey - A Call to Action*, clearly detailing with compelling statistics *"the majority of organizations are not prepared to meet many of their current or future compliance and legal responsibilities."*

An electronic records management program strategy is set forth in the AIIM/Cohasset White Paper *Realizing the Need and Putting the Key Components in Place To "Getting It Right" in Records Management.*

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Publishing

For over 25 years, Cohasset Associates has published the definitive legal research on the use of alternative media to paper for storing records. This legal research now is available electronically as part of the MERresource Service.

The MERresource Service is a subscription web-portal exclusively focused on providing best practice guidance on managing electronic records.

The MERresource Service instantly finds and accesses, from vast volumes of specially-collected information, the specific legal, technical and operational knowledge you need to manage your electronic records.



MERresource.com

The MERresource Service provides the world of MER information instantly to anyone, anywhere, anytime – a "must-be-tried-to-appreciate" experience.

Award Winning Services

**Cohasset Associates' record and reputation
are the result of a unique blend of
practical experience and a clear vision of the future
– combined with
a steadfast commitment to excellence.**

The distinguished work and innovative concepts of
Cohasset Associates' consultants
have been recognized with the highest professional awards of
The Association of Records Managers and Administrators (ARMA),
The Association for Information and Image Management (AIIM),
The Institute of Certified Records Managers (ICRM) and
The Society of American Archivists (SAA).

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