

Streamline the storage and retrieval of corporate governance documents with Office of the Secretary to ensure compliance for SEC filings.

Business Challenges

Corporations and public companies are required to maintain accurate information on corporate governance to meet growing compliance demands of government agencies. Documentation related to Board of Director compensation, policies and procedures, or any other document owned by the Secretary of the Board of Directors must be carefully tracked and stored. Due to their close relationship with government organizations, energy and utilities companies are responsible for adhering to strict compliance regulations.

Despite the challenges associated with managing this information, many energy and utilities companies rely on paper files or documents stored on individual workstations. Preparing documents for SEC filings is especially time consuming and error prone in this environment.

The Solution

TriTek Solutions developed an Office of the Secretary solution to help manage corporate governance documents at energy and utilities companies. This solution is part of the Utilities Solution Suite, a comprehensive enterprise content management and business process management solution leveraging the IBM FileNet P8 platform. The Office of the Secretary component of the suite includes a document storage and retrieval system.

Information on the Board of Directors, minutes from various committee meetings, compensation documents, policies and procedures of governing committees and any other documents owned by the Office of the Secretary are all included in this system. Through a configurable interface, users can securely access the system to perform full text searches and browse based on predefined criteria, such as document type, date created and board member. Document uploads are permitted through the same system and secured within the IBM FileNet content repository.

Value Proposition

With the Office of the Secretary solution, energy and utilities companies are able to prepare documents for SEC filings at a much faster rate due to the up-to-date repository of corporate documents. With one centralized document storage system, companies can be confident that the information is accurate so all compliance regulations are met.

For More Information

Additional information regarding the Utilities Solution Suite or any of TriTek's award winning solutions can be found on:

www.triteksol.com