



### **Tip\_3 - Consider moving to a tool or updating your applications.**

The software or IT applications in use today are more advanced than those several years ago. There are also many different types of tools that are available:

- build your own
- purchased applications running on your servers
- purchased applications running on providers servers
- turnkey service providers
- SAAS – (Software As A Service on the web) private archives and compliance applications
- SAAS – archives, compliance, and declaration distribution applications
- Many applications can be linked to other applications, or even tightly integrated with applications

If it has been sometime since you have looked at applications or benchmarked yourself against others, this would be a good time to find out how you are doing. The regulations are not going away, that is clear.