



A Partner Solution for the Communications Sector

Streamline the Storage and Retrieval of Corporate Governance Documents to Ensure Compliance for SEC Filings

IBM **Information Management** software

TriTek Solutions Utility Industry Solution Suite: Office of the Secretary

Partner Solution

■ **Target Industries**

Energy and Utilities

■ **Business Application**

Comprehensive Utilities Suite

■ **Products**

IBM FileNet Business Process Manager

IBM FileNet Content Manager

IBM FileNet Image Manager

Business Challenge

Corporations and public companies are required to maintain accurate information about corporate governance to meet growing compliance demands from 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 the highly regulated relationship that energy and utility companies have with government agencies, they are responsible for adhering to strict compliance standards.

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

Solution

TriTek developed the Office of the Secretary solution to help manage corporate governance documents at energy and utility companies. This module is part of the "Utility Industry Solution Suite," a comprehensive

enterprise content management (ECM) and business process management (BPM) solution leveraging the IBM ECM platform. The Office of the Secretary module of the suite includes a document storage and retrieval system.

Information pertaining to 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 stored in this system. Through a configurable interface, approved 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 ECM content repository.

Value Proposition

With the Office of the Secretary module, energy and utility 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.



Company Description

TriTek Solutions, an IBM Software ValueNet Business Partner specializing in the integration of IBM FileNet products and related technologies, has become a leader in the design, development and delivery of customized Enterprise Content and Business Process Management solutions. TriTek provides industry specific solutions for the financial services, insurance, utilities and government verticals.

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