

Document & Records Management System

Secure archiving, smart search, AI, and documented compliance.

A unified platform in production with Saudi government customers: from registration, scanning, and indexing to in-browser viewing, annotation, signing, workflows, retention policies, and reporting — in one central repository.

01 Built-in AI Assistant

Chat with documents, metadata auto-fill, semantic search, and summaries — inside your environment.

02 Electronic & Digital Signature

In-workflow signing with OTP verification, official stamps, and a full audit record.

03 In-Browser Viewing & Annotation

Preview PDF, Office, and images with highlights, comments, drawing, and stamps — no downloads.

04 Dynamic Registration & Indexing

Metadata by classification with browser scanning, bulk upload, and OCR.

05 Workflow & Approvals

Automate procedures, track tasks, delegate, and notify.

06 Retention & Governed Destruction

Retention, transfer, and destruction with official generated statements and committee approval.

07 Collaboration & Internal Sharing

Audited share workspace, built-in chat, and a notification center — nothing leaves the system.

08 Templates & Document Generation

Generate Word and PDF from governed templates with full Arabic fidelity.

Trusted by government customers

AI-Powered

Supports National Center for Documents & Archives requirements

Supporting Governance & Compliance

MetaVault ECM provides an operational layer that helps organizations organize documents and data, document their processes, and produce indicators and reports that support review and governance requirements.

S

End-to-End Security

Encryption in transit and at rest, key management, permissions and confidentiality levels, OTP/MFA, and hardened sessions — aligned with NCA controls and national encryption standards, verified by independent penetration testing.

R

Records & Archives

Classification, indexing, retention policies, transfer with receipts, and governed destruction with an official registered destruction statement — supporting National Center for Documents & Archives requirements.

D

Data Governance & Compliance Reports

Metadata, quality indicators, access logs, and exportable reports — with hands-on experience in SDAIA data-management maturity reporting up to Level 5 (Pioneering).

Core Platform Capabilities

Practical functions covering the document lifecycle from receipt to signing, retention, retrieval, and audit.

Receive

Register the document and core data

Index

Classification and metadata with AI assistance

Approve

Workflow & approvals

Sign

Electronic & digital signature with OTP

Retain

Secure storage, versions, and retention policies

Retrieve

Search, reports, and audit trails

01 User Work Center

A role-based dashboard showing workflow tasks, permission requests, delegation, favorites, and checked-out documents — in a modern, responsive interface that works on desktop and mobile.

02 Document & Attachment Management

Dynamic registration, attachment upload, direct scanning, barcodes, linked documents, watermarking, and version/check-out/check-in management — with in-browser viewing, annotation, and stamps.

03 Smart Search & Retrieval

A search engine over metadata and OCR-indexed content with Arabic normalization (hamza, alef forms, taa marbuta, diacritics) applied to every search type — quick, advanced, and AI semantic — plus sorting, filtering, and export.

04 AI Assistant & Collaboration

Chat with documents, summarization, and metadata auto-fill, plus an audited internal share workspace, built-in chat, and a notification center — all inside the secure boundary.

05 Templates & Retention Policies

Generate Word/PDF documents from access-ruled or personal templates, and execute retention, transfer, and destruction through approval workflows with official generated documents.

06 Control & Enterprise Integration

Comprehensive audit trails, a bilingual report center, Active Directory/SSO, OTP/MFA, and secure REST integration interfaces.

Supporting Compliance & Governance Requirements

Mapping system capabilities to cybersecurity, records management, and data governance requirements.

MetaVault ECM helps organizations organize evidence, control procedures, and produce review-ready reports — with governed permission requests: users request access, owners approve through a workflow, and every grant is backed by audit-ready access reports. We have also delivered compliance responses for real Saudi public-sector tenders plus head-to-head comparisons with global ECM platforms.

01 End-to-End Security & Encryption

Encryption in transit and at rest, key management and rotation, per-user decrypt permissions, and hardened sessions — verified by independent penetration testing.

02 Records & Archives Requirements

Full lifecycle: classification, confidentiality levels, workflows, tracking, barcodes, retention policies, transfer with boxes and receipts, and destruction with an official statement and committee approval.

03 Data Governance & Compliance Indicators

Metadata, usage and quality indicators, dashboards, export, and operation logs — with experience in maturity reporting up to Level 5 (Pioneering).

Compliance Area	MetaVault ECM Capabilities	Reviewable Evidence
National Cybersecurity Authority & National Encryption Standards	End-to-end security: attachment encryption, key management, permissions, OTP/MFA, session controls, and audit trails.	Encryption report, environment settings, permission screenshots, and operation logs.
National Center for Documents & Archives	Classification, indexing, retention policies, transfer receipts, official destruction statements, approval workflows, barcodes, and lifecycle tracking.	Classification maps, retention policies, transfer receipts, destruction statements, and audit logs.
Data-management controls (SDAIA / NDMO)	Metadata, dashboards, data quality, export, and usage indicators supporting data-management maturity reporting up to Level 5.	National Data Index reports, dashboards, exportable reports, and control mapping tables.

From paper archive to a governable knowledge platform

MetaVault ECM runs in production with government customers today, turning documents from scattered files into organized, searchable, reviewable digital assets.

Direct Value for Management

- Faster access to documents and information with smart search.
- Approvals and signatures completed digitally — no paper round-trips.
- Higher metadata quality through AI auto-fill.
- Follow-up through operational indicators and a bilingual report center.

Direct Value for Compliance

- Audit trails showing who performed each action and when.
- Permissions by role, confidentiality level, and work scope.
- Retention, transfer, and destruction with official generated documents.
- Reviewable and exportable evidence and reports.

01 Practical Demo

Register a document, add attachments, scan, and index with AI assistance.

02 Enterprise Operation

Workflows, verified approval and signing, delegation, notifications, and daily tasks.

03 Search & Analysis

AI semantic search, summaries, dashboards, and report export.

04 Secure Integration

Active Directory/SSO, OTP/MFA, and secure REST interfaces.

MetaVault ECM: organized archiving, controlled operations, sovereign AI, and demonstrable compliance.

One platform, one license — OCR, viewer and annotation, signatures, chat, AI, and reports — aligned to your classifications, permission policies, workflows, and reporting requirements.