

EMC Documentum Records Manager

Meeting a broad range of system-enforced policies to control the entire lifecycle of corporate records

The Big Picture

- Enables a balanced approach, leveraging both automation and human judgment to optimize record retention decisions
- Simplifies record declarations for physical, e-mail, and electronic documents
- Enables fast and accurate search and retrieval of records
- Lowers discovery costs and the likelihood of penalties
- Allows you to retain records according to any compliance requirement
- Certified against DoD5015.2, Chapters 2 & 4
- Built by a proven leader in records management with over ten years of successful deployments

Many organizations today face the very real risk of being audited or sued. A growing body of regulations has raised the stakes by requiring that e-mail, paper, and electronic documents be classified, stored, and accessible for accountability. But most corporate records are ignored, misfiled, or retained longer than required, driving up the cost of storage and access, while increasing the likelihood of noncompliance and financial penalty. As a result, companies must ask themselves some very important questions:

- Are we managing all of our record repositories in place from one central point of management?
- Are we destroying materials as soon as regulations and good business practices allow, so as to help reduce storage loads and protect against litigation?
- Could we supply information relevant to an official inquiry without incurring substantial discovery costs or disrupting normal business functions?
- Can we audit and monitor our organization's actual record-keeping practice to measure compliance with our stated policies?

Recordkeeping solutions for compliance and reduced risk

EMC[®] Documentum[®] recordkeeping solutions help organizations comply with legal and regulatory requirements for document retention. Our systems capture and manage records generated by business processes, enterprise applications, and end-users, allowing for as much automation or human involvement as desired. Our recordkeeping solutions also expand classic records management with features that track and dispose of non-records in order to reduce discovery costs and mitigate legal risks.

Records Manager tools that help fight content accumulation:

- Document expiration dates
- Supersede prior versions
- Notifications and reminders
- Reports
- Disposition console
- Automation
- Digital shredding

Key benefits

Compliance: Avoid non-compliance and reduce the likelihood of penalties and sanctions during litigation and audits.

Risk mitigation: Reduce your “content liability” by disposing of records and non-records once files have fulfilled any and all regulatory and compliance obligations.

Automation: Automate the capture and classification of records to reduce the burden on end-users.

Comprehensive: Manage all records regardless of file type or content type, including electronic records, e-mail, and physical records (paper, microfiche, digital media).

Centralized management: Find critical business information that could otherwise be lost in personal mailboxes, hard drives, and network folders, and federate disparate repositories regardless of type or location.

Flexibility: Select the recordkeeping product that aligns with your needs and budget—no more, no less.

Easily enforce policies to create, safeguard, access, and destroy records

EMC Documentum Records Manager makes it easy to control the entire lifecycle of corporate records—creation, safeguard, access, and destruction of records—according to a broad range of system-enforced policies. Companies can comply with the record-keeping requirements of regulations, leverage uniform policies across all formats, and take advantage of a pervasive solution built on a modular, service-oriented architecture that provides flexibility without increasing complexity.

Feature	Benefits
File plan administration	Organize recordkeeping requirements across the enterprise with corporate and departmental classification taxonomies.
Platform unification	Simplify user retrieval with files that remain in place and preserve audit trail integrity for document creation.
Physical records support	Extend the solution beyond electronic records to manage paper, microfiche, and other types of physical records.
Classification	Organize records manually or automatically to specify authorities and disposition instructions.
Management of compound records	Improve consistency and clarity by managing multiple documents as a single record—ideal for case files, loan applications, design documents, bids, and proposals.
Records disposal	Ensure timely disposal with automation tools for identifying eligible records, requesting authorizations, and scheduling regular deletions.
Microsoft integrations	Declare records directly within Microsoft Office products and Microsoft Office SharePoint Server.
Automated capture	Leverage user activities without impeding productivity—integrating with line-of-business (LOB) systems with little or no customization.

A pervasive tool built on a modular, service-oriented architecture, EMC Documentum Records Manager enables you to control the entire corporate records lifecycle according to system-enforced policies.

Unification with the EMC Documentum content management platform

Records Manager is fully unified with the Documentum enterprise content management platform—combining the discipline of records management with the power of enterprise content management. This combination enables organizations to achieve greater efficiencies and utilization.

The Documentum platform provides world-class scalability, reliability, and availability as well as broad compatibility with virtually all industry standard components of your IT infrastructure. The platform nature of Documentum solutions means you can apply records management policies consistently across an unlimited range of content sources, from user-authored documents to Web content, e-mail, or line-of-business systems.

Related Documentum services:

Documentum Retention Policy Services: Allows you to retain and dispose of records and non-records alike, according to easily configurable policies that are automatically applied to content files.

Information Rights Management Services: Controls, secures, and tracks sensitive information wherever it resides—within a workgroup, across departments and agencies, or with partners and suppliers outside the firewall.

Archive Services for Microsoft Office SharePoint Server 2007: Enforces compliance and corporate governance retention policies by archiving and preserving SharePoint content.

EMC Documentum Trusted Content Services: Encrypts content within the repository while allowing full-text indexing and searching. Ideal for complying with HIPAA requirements and protecting information even while stored on backup tapes.

EMC Documentum Enterprise Content Integration Services: Identifies records-worthy content in external repositories and local desktops.

Why architecture matters

While classic records management systems were static in their use, today's organizations are looking for a system that fulfills their distinct records management needs and priorities. Documentum Records Manager's unique architecture allows you to incorporate records management capabilities across a wide variety of business processes and purposes, enabling your organization to meet its individual requirements.

We believe the architecture matters, and here is what we've done:

Architectural principles	Why it matters	Example
Modular architecture Aggregates similar record-keeping functionality within discrete, plug-and-play modules.	Simplifies and speeds deployment, enabling sites to install the functionality they want without complicating the configuration, administration, or user interface.	Align the recordkeeping controls with your regulatory environment; or start simple and add functionality if and when it becomes relevant.
Assured Federated Records Management Allows users to connect disparate records repositories and maintain integrity.	Ties disparate repositories together and allows the records in those repositories to be managed in-place. Helps reduce costs related to discovery during litigation by making information easily searchable and retrievable. Ensures the integrity of record objects.	Tie together Documentum with other vendor, legacy, and home-grown repositories for centralized management of records spread across an enterprise.
Policy frameworks Tailor or enhance system behavior by adding business logic through the applied policy manager according to clear, standardized framework guidelines.	Simplifies extensions and customizations without needing a Documentum developer. Enables customization based on multiple varied attributes, including policy qualifiers.	Add different notification recipients such as an in-house business application simply by adding a policy to the existing Action Framework. Apply policies by object type or other conditions. For example, apply different naming rules for different levels in the file plan or automate the appropriate record classification by document type such as Invoices or contracts.
Flexible interface Java-based and web services-based interfaces that extend existing Documentum functionality while adhering to standard Documentum practices.	Enables integration via web services or Records Manager Application Programming Interface. Enables integration with common user interfaces such as Microsoft Office or SharePoint to allow end users to continue working in the environment they are accustomed to.	Enable partner applications or internal business systems to incorporate the records declaration via API or as a web service within their application. Add records functionality such as DOD 5015.2 policies to an existing Documentum environment.



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Take the Next Step

Find out how your business can use EMC Documentum Records Manager to improve your organization's efficiency while reducing exposure and risk. To learn more, visit www.EMC.com or call 020-8758-6500 (UK).