

# EMC Documentum Retention Policy Services

## The Big Picture

- Automate document retention and disposition
- Align to recordkeeping best practices and external regulations
- Standardize policy enforcement across all content types
- Free users from the formal records process
- Apply policies to legacy files regardless of content type
- Reduce storage, litigation, and discovery costs using a cost-effective solution
- Centrally manage records that may be spread across numerous repositories within the enterprise
- Use web services to extend the pervasive nature of the EMC records management solution

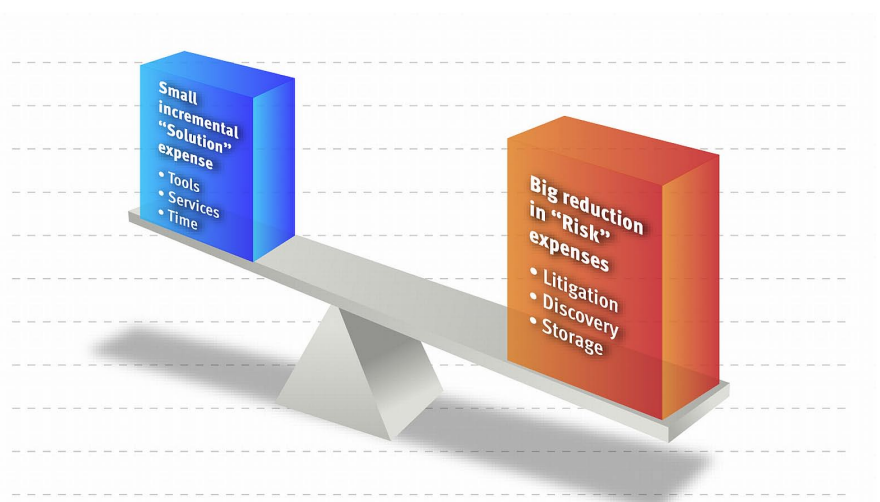
## Document retention—compliance without complexity

Organizations face mounting storage and management costs as they amass electronic information to meet legal and regulatory document retention requirements. Litigation risks and discovery costs also grow as content accumulates.

EMC Documentum® Retention Policy Services (RPS) enables organizations to easily configure document retention and disposition policies behind the scenes to meet business and compliance goals. These policies can be easily and automatically applied and enforced at the platform level across all content types, enterprise-wide. With Documentum RPS, you can bring content under control and into compliance, reducing your organization's risk, storage, and discovery costs.

Retention Policy Services is a module that can be added independently to any supported Documentum environment or as part of Documentum Records Manager. RPS can be used to manage the lifecycle of standard documents or corporate records. RPS can be used as a stand-alone product or as part of the fully certified Documentum Records Manager. Choose the level of records management functionality you need—no more, no less. Become proactive and prepared

With Documentum Retention Policy Services in place, organizations can readily conform to existing and new internal best practices, outside regulations, and judicial mandates. You begin by creating retention policies that are as simple or as sophisticated as you need them to be—incorporating events, multiple phases, authorities, or disposition preconditions as appropriate. Policy administrators, or other employees granted the appropriate permissions, can then use enterprise-wide or department-level controls to apply these predefined policies to relevant objects, folders, and cabinets within the EMC Documentum repository.



Policy controls you can enforce by using Documentum Retention Policy Services:

- Duration-based and event-based retention policies
- Multi-hold support with case matters, descriptions, and dates
- Multi-phase support within retention periods
- Compliance authority tracking
- Notification of phase completion
- Expiration dates and auto-deletions for unofficial documents
- Mandatory conditions for destruction—or prior, authority-based approvals required
- Complete audit and tracking of all policy creations, adjustments, and applications

Documents and other files automatically inherit the protections specified by policies applied at the container level (typically a folder), enabling employees to go about their work naturally. Organizations using workflows and lifecycles to manage the creation and approval of documents can easily retain work-in-progress files for a limited period of time while they protect final documents for years.

Documentum RPS enables organizations to do the following:

- Easily retain and dispose of documents according to internal policies or external mandates
- Orchestrate litigation “holds” on retained documents by case matter, with support for multiple holds
- Retain content generated by any Documentum or partner application without custom integrations

## Reduce IT administration and storage costs

Documentum RPS reduces IT administration and storage costs by enabling organizations to individually treat electronic files based on the value of their contained information.

- Differentiate between files you should retain and those you should delete
- Manage document disposal using a dedicated user interface that identifies “deletable” materials, maintain approvals to authorize document destruction, and destroy documents on a regular basis
- Dispose of unofficial documents automatically as their expiration dates or retention periods expire.



**EMC Corporation**  
Hopkinton  
Massachusetts  
01748-9103  
1-508-435-1000  
In North America 1-866-464-7381  
[www.EMC.com](http://www.EMC.com)

### Take the next step

To learn more about Documentum Retention Policy Services, visit us online at [www.EMC.com](http://www.EMC.com) or call **1.800.607.9546** (outside the U.S.: +1.925.600.5802).