# EMC DOCUMENTUM RECORDS MANAGER

## Policy-based control of the lifecycle of typical and formal records for information governance

### ESSENTIALS

- Set security on records by changing an attribute on the record; further define role-based security on records

- Simplifies record declarations for physical, email, and electronic documents

- Enables fast and accurate search and retrieval of typical and formal records with nested access to allow or disallow viewing of confidential information

- Limit what types of content can be linked into the file plan; the structure of file plans can also be regulated

- Allows records to be retained according to any compliance requirement

- Certified against DoD5015.2, Baseline Records Management (formerly Chapter 2) and Classified Records (formerly Chapter 4)

- Records managed through their lifecycle can migrate their content to different ypes of hardware

- Seamless SharePoint interface to manually declare formal records in EMC Documentum

Many organizations today face the very real risk of being audited or sued. The growing volume of digital information combined with a growing body of regulations has altered the records management landscape. If Records Management used to be about maintaining a subset of documents as records within a controlled and organized system, it is now much more likely to mean that records managers are engaged in information management and playing an active role in managing all of an organization's content regardless of type or location. As a result, companies must ask themselves some very important questions:

- Are we managing all of our content with a single set of policies?
- Are we destroying materials as soon as regulations and good business practices allow reducing storage loads and protecting against litigation thereby reducing risk?
- 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?

### RECORDS MANAGEMENT SOLUTIONS FOR COMPLIANCE AND REDUCED RISK

EMC® Documentum® records management solutions help organizations comply with legal and regulatory requirements for content retention and disposition. These solutions capture and manage records generated by business processes, enterprise applications, and end users, allowing for as much automation or human involvement as desired while managing and securing that content throughout its lifecycle. Our records management solutions also expand classic records management with features that track and have the notion of a working paper that is a precursor to a formal record where these items are destroyed on a given schedule unless they are declared as records. This helps to reduce discovery costs and mitigate legal risks.

### 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 content has fulfilled any and all regulatory and compliance obligations. Protect your organization with information control.

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**Automation**: Automate the capture and classification of records to reduce the burden on end users. Empower end users without overwhelming them and reduce the incidence of human error to ensure consistency.

**Comprehensive management**: Manage all records regardless of content type or location, including electronic records, email, and physical records (paper, microfiche, digital media). Also, content can be managed with containment policies to easily segregate content types and manage them separately, if required.

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

**Flexibility**: Customer-centric design allows you to define solutions to suit your specific needs and grow the solution as you require.

**Seamless integrations**: Leverage the assets of your broader information management infrastructure. The in-place design means not having to worry about complex integrations to include SharePoint.

## 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 regulatory and corporate recordkeeping requirements, leverage uniform policies across all content types, and take advantage of a pervasive solution built on a modular, service-oriented architecture that provides flexibility without increasing complexity.

**EMC Documentum Records Manager provides tools that help fight content accumulation:**

- Document disposition dates
- Superseding of prior versions
- Reports, notifications, and reminders
- DoD-compliant forms
- Naming, Extended Security, and Containment policies
- Disposition console
- Automation
- Digital shredding

| Feature | Benefit |
| --- | --- |
| 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 SharePoint® Server. |
| Automated capture | Leverage user activities without impeding productivity—integrating with line-of-business (LOB) systems with little or no customization. |

## INTEGRATION WITH THE EMC DOCUMENTUM ENTERPRISE CONTENT MANAGEMENT PLATFORM

Records Manager is fully integrated with the EMC 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, email, or LOB systems.

## RELATED DOCUMENTUM PRODUCTS

**EMC 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.

**EMC Documentum 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.

**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 when stored on backup tapes.

**EMC Documentum Federated Search Services**: Quickly accesses relevant information across countless sources with a single query executed from an easy-to-use, web-based interface.

**EMC Documentum Physical Records Services**: Enable management of paper and electronic records using common interfaces and common policies.

**EMC MyDocumentum for Microsoft SharePoint**: Easy and seamless direct access to the Documentum content server natively through the SharePoint user interface.

**EMC Documentum xCP Family**: Accelerates the development of case management applications and automates business processes to improve efficiency and compliance.

## 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. The unique architecture of Documentum Records Manager allows you to incorporate records management capabilities across a wide variety of business processes and purposes, enabling your organization to meet its individual requirements.

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.

EMC believes the architecture matters, and here is what we've done:

| Architectural principles | Why it matters | Example |
|---|---|---|
| **Modular architecture**<br><br>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**<br><br>Allows users to conect disparate records repositories and maintain integrity. | Ties disparate repositories together and allows the records in those repositories to be managed in-place.<br><br>Helps reduce costs related to discovery during litigation by making information easily searchable and retrievable.<br><br>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**<br><br>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. | Add different notification recipients such as an in-house business application simply by adding a policy to the existing Action Framework. |
| | Enables customization based on multiple varied attributes, including policy qualifiers. | 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**<br><br>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. | Enable partner applications or internal business systems to incorporate the records declaration via API or as a web service within their application. |
| | Enables integration with common user interfaces such as Microsoft Office or SharePoint to allow end users to continue working in the environment to which they are accustomed. | Add records functionality such as DOD 5015.2 policies to an existing Documentum environment. |

## CONTACT US

Find out how your business can use EMC Documentum Records Manager to improve efficiency while reducing exposure and risk. To learn more, visit www.EMC.com or call 800.607.9546 (outside the U.S.: +1.925.600.5802).

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