EMC DOCUMENTUM RETENTION POLICY SERVICES

Document retention—compliance without complexity

ESSENTIALS

- Automate duration- and event-based retention and disposition
- Align to information governance best practices and external regulations
- Standardize policy application and enforcement across all content types
- Free users from the complexity of the formal records process
- Apply policies to legacy & current files regardless of content type
- Reduce storage, litigation, and discovery costs with an in-house, automated 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

The volume of information continues to grow exponentially. Additionally, the types and kinds of information an organization must manage are also proliferating. Organizations face mounting costs as they amass electronic information to meet legal and regulatory content retention requirements. As the number of regulations continue to grow, litigation risks and discovery costs also grow exponentially.

EMC Documentum® Retention Policy Services (RPS) enables organizations to easily configure content 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 without any action from end users. With Documentum RPS, you can bring content under control and into compliance, mitigating your organization's risk, and reducing storage, and discovery costs.

Retention Policy Services is an independent module that can be added to any supported Documentum environment and it is also part of the certified Documentum Records Manager solution. RPS can be used to manage the retention 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, organizations can readily conform to existing and new internal best practices, outside regulations, and judicial mandates. Organizations can begin by creating retention policies that are as simple or as sophisticated as necessary to meet organizational needs —incorporating events, multiple phases, aging methods, 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.

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.

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

• Single to multi-hold support with case matters, descriptions, and dates

• Multi-phase support within retention periods and notification of phase completion

• Compliance authority tracking

• Mandatory conditions for destruction — or prior, authority-based approvals required with automatic and manual support prior to automated dispostion

• Complete audit and tracking of all policy creations, adjustments, and applications

• Ability to export in accordance with NARA requirements

• Multiple, out-of-the-box retention-specific reports detailing what is under retention or holds, the projected disposition date, etc

• Ability to support multiple aging methods; chronological, conditional (event-based) or combination of the two with optional settings for the events

• Support for a variety of retention markups e.g. vital record designation, automated review designations, freeze, and the ability to configure how the markups are applied

Documentum RPS enables organizations to do the following:

• Easily retain and dispose of documents according to internal policies or external mandates, with approvals as part of workflows and business processes
• Orchestrate litigation "holds" on retained documents by case matter, with support for both single and multiple holds
• Retain content generated by any Documentum or partner application without custom integrations
• Ability to export in accordance with NARA requirements

REDUCE IT ADMINISTRATION AND STORAGE COSTS

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

• Differentiate between files that must be retained and those that should be disposed of
• 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
• Integrate approval workflows as part of the disposition process
• Produce multiple reports detailing what is under retention or holds and projected disposition dates

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