

EMC DOCUMENTUM PHYSICAL RECORDS SERVICES

Efficiently manage physical and electronic records through a common interface with common policies

ESSENTIALS

- Enables fast and accurate search and retrieval of physical records
- Allows administrators to have a single administrative view into one file plan and one set of retention rules to manage all content regardless of type
- Provides the ability to create a virtual warehouse structure that links physical records into users' content management cabinet and folder structure
- Supports bar-coding and physical request, charge-in, and -out process, and integrates fully with Retention Policy Services (RPS) and Records Manager (RM) functionality
- Supports bulk or batch processing for charge-in, shipping for charge-out, and move
- Enables administrators to design and print labels for physical objects.
- Allows end users to pass charge-out items directly to the next authorized user without returning the item to the records center

CHALLENGE

Many organizations need to manage both physical and electronic documents as records, with common policies and a common user interface. At the same time, managing physical records has specific requirements, such as tracking where the physical record actually is.

EMC Documentum Physical Records Services (PRS), a module of the EMC Documentum Records Management solution, allows users to search for both electronic and physical objects, and reserve physical objects in a single, unified solution. EMC Documentum records solutions help organizations comply with legal and regulatory requirements for document retention.

PRS is fully integrated with Retention Policy Services giving administrators a single administrative client to manage both electronic and physical records. This allows administrators to apply a single set of retention rules or holds to the content, and it also allows disposition to be run on both electronic and physical records from a single interface.

MANAGE PHYSICAL RECORDS WITH EASE

Physical Records Services makes it easy to work with physical objects within the Records Manager (RM) or Retention Policy Services (RPS). Administrators can create and manage objects that represent physical items such as documents, folders and boxes. Warehouse management allows the creation of a warehouse which supports either out-of-the-box location types, including bays, bins, and shelves, or it can be configured to user requirements. RM and RPS policies and functionality, such as promotion, disposition and holds capabilities, can be applied to physical records as well as electronic records.

PRS ships with the components required to manage various physical objects, including warehouses, bays, bins, shelves, boxes, folders, physical documents, locations, addresses, and bar-codes. Administrators can also extend the core Documentum object model to add in their own object types.

Administrators can use the following library services for physical records:

- Requests
- Charge-In
- Charge-Outs & Pass Alongs
- Notifications (Overdue, Recalls)

They can also convert reservations to check-out for the appropriate users, and administer pass-alongs.

EASE OF USE FOR END USERS

Users are able to view both physical objects and electronic documents in the same client to simplifying records management.

End users can:

- Create and manage requests (or reservations)
- Reschedule requests
- Review request status
- Review current charge-outs
- Pass along items to other users

BULK OBJECTS AND BAR CODING EASILY INTEGRATED

Bar coding enables records to be uniquely indexed and controlled by various administrators in different locations. Bulk processing allows for executing batch processes. Physical Records Services supports the ability to handle bar coding and bulk-processing requests, including location updates, charge-ins, and charge-outs, along with running reconciliation reports.

Administrators can create bar-code policies and apply them to specific object types. PRS integrates with Documentum Reporting Manager which has Crystal Reports for design and printing of bar-code labels. PRS also integrates with NiceLabel, which can print directly from the Documentum screen.

EMC DOCUMENTUM RECORDS MANAGEMENT SOLUTION

The EMC Documentum Records Management solution facilitates control of the entire corporate record lifecycle—creation, safeguard, access, and destruction—according to a broad range of system-enforced policies. These records management tools help you comply with the recordkeeping requirements of regulations and leverage uniform policies across all formats.

The Records Management Solution is built on a modular, service-oriented architecture that provides flexibility without increasing complexity from basic retention and disposition to full formal records management, including physical records and federated records management.

CONTACT US

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