

# OpenText Digital Record Compliance

Ensuring transparency, security, and compliance with a wide range of global standards and regulations

In implementing legal mandates regarding information management and efficiency initiatives in response to citizen concerns, public sector organizations are expected to optimize information access while guaranteeing security, privacy, and compliance. OpenText Digital Record Compliance delivers a proven platform for integration, rationalization, and compliance by making information transparent, searchable, and compliant with a wide range of global standards and regulations, including DOD 5015.2 and MoReq 2010 v1.1.

## Data is transforming government

Governments deliver programs and services that produce and depend on increasing volumes of data, often unstructured and required in real time. This information comes in all formats from many sources, including fax, video, audio, mobile devices, social media, websites, and more. From crime prevention to defense, healthcare, and social services, government organizations struggle on a daily basis to manage growing quantities of enterprise information.

With increasing amounts of data, there is also a growing complexity of legal and regulatory requirements for records, including the mandate to convert hardcopy documents to digital format. Establishing a

“single source of the truth” across multiple sources requires uniting traditional structured systems data with new forms of unstructured and previously unsearchable information. For both government employees and citizens, access to this information must be reliable, accurate, and secure.

OpenText Digital Record Compliance consolidates information on a single platform with shared repositories, secure access, records management, and integrated process management tools—to help governments achieve compliance and improve operational performance. Use it to manage, classify, and make information searchable and defensible, satisfying the need to balance transparency and open government with the protection of private information and fulfillment of mission-critical

## BENEFITS

- Streamline daily activities with improved access to unstructured data through a secure information management lifecycle
- Meet governing regulations such as the U.S. Department of Defense (DOD) standard 5015.2 and MoReq 2010 v1.1
- Enforce agency and regulatory guidelines within email, documents, intranets, websites, repositories, and social media to address growing volumes of information
- Manage the risks associated with content, including Personally Identifiable Information (PII), inappropriate language, and information that could create a security risk
- Balance the requirements for transparency and open government with the privacy and security of information
- Improve efficiency and operations through automated processes for reporting, auditing, and measuring compliance

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activities. For one of our key government customers the concept of consolidating information from more than 80,000 employees across a 14-bureau department means that, for the first time, within legal constraints, the potential to unite related data across the department can bring new insights to daily decision-making.

### Comply with Standards, Laws, and Regulations

Regulatory compliance and public scrutiny hold governments accountable for results, and rightly so. Increasingly transparent government requires well-documented processes with appropriate internal controls to faithfully ensure the legal and prudent use of taxpayer funds.

OpenText delivers an enterprise-wide platform that provides content management, process management, regulatory and compliance functionality to establish a controlled environment for the practice of good governance. The solution manages digital information across your agency, and when appropriate, integrates with other agencies to improve daily operations—translating policy into repeatable and enforceable processes.

OpenText Digital Record Compliance acts as a central nervous system to capture, track, and report on regulatory requirements, embedding agency policy and international records standards like US DOD 5015.2 and MoReq 2010. The solution helps identify risks while at the same time manages information to proactively run the business. It gives government agencies the ability to monitor content for potential issues—keeping information safe, appropriate, and within regulatory guidelines.

### Secure your records and put them to work

Although many government agencies categorize records as “vital assets,” not many operational managers see their value in the day-to-day world of delivering services and managing projects, budgets, and staff. OpenText Digital Record Compliance delivers a set of unified capabilities to bring information stored within your records to life, feeding it directly into eDiscovery, case or account management, and similar daily work processes. Information contained in

unstructured data can be used to populate ongoing case files, for example, adding insight and expediting daily activities.


OpenText understands the need for secure, accurate, compliant records. In the event of litigation, it's imperative that your organization secure potential evidence from destruction. Good information management helps extract maximum value from documents to make the most of business content. OpenText Digital Record Compliance improves access to your enterprise records, giving users the ability to create, classify, manage, and retrieve digital copies of critical business records. Fully integrated information management provides options for classifying records quickly and easily. Digital Record Compliance provides visibility across agencies for IT governance and data management, and reduces risk by eliminating data duplication and supporting automatic disposition of records according to agency policy. Accountability and availability of information have new force and meaning, reconfirming that effective records management is no longer just about preservation but about adding value to mainstream mission activities.

### Improve operational efficiency and performance

In many government departments, the consequences of not effectively managing information may prevent access to critical operational information needed for decision making and mission activities. OpenText Digital Record Compliance facilitates more informed decision making and improves information access for both citizens and employees.

OpenText offers the most versatile and flexible information management solution for public sector organizations on the market. It fits into your existing information structure and consolidates information from multiple sources, including legacy ERP systems, Microsoft® SharePoint®, content servers, and records management repositories. As a platform and media agnostic solution, it provides a high-capacity, high-availability repository for storing and managing critical agency information.

Integrating information securely across multiple programs, departments, and agencies improves efficiency and aligns



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government services based on insight into how decisions can impact other parts of the organization. Historical information enables enterprise views across organizational stovepipes and completes the case or account pictures for internal users and for those they serve. The ability to consolidate and mine data improves efficiency across a broad range of government functions by streamlining operations, reducing duplicated efforts, and facilitating the creation of new processes. Digital Record Compliance ensures that information is controlled and protected according to legislation and government policy, while enhancing usability, information sharing, and collaboration.

With Digital Record Compliance, you can digitize and make readable information in any format. Because it's offered on premise or in the cloud, it enables the secure retrieval, analysis, and interaction from any device at any time. Information is accessible wherever and whenever your staff, constituents, or stakeholders need it. As a result, your agency can be more productive and agile.

### Reduce costs with improved storage

OpenText Digital Record Compliance helps agencies achieve cost-savings through highly compressed storage, controlled information retention and disposal of records, reduced data duplication, and the ability to lower costs by finding the right information at the right time. Making physical or paper documents available electronically eliminates the need to physically transport and store documents.

### Government and OpenText – A Proven Relationship

For more than 20 years, OpenText has provided government customers in over 60 countries with dependable, well-supported, continuously improved, and expanded enterprise information management solutions. We demonstrate our long-term commitment to understanding public sector feedback by producing and improving visionary technology to enhance the security, preservation, access, and value of our customers' information. ■

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