OpenText™ Documentum™ Retention Policy Services

Document retention—compliance without complexity

The volume of information organizations must collect, store and share continues to grow rapidly. The types 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 grows, litigation risks and discovery costs also greatly increase.

OpenText Documentum Retention Policy Services 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 Retention Policy Services, organizations can bring content under control and into compliance, mitigating your organization's risk and reducing storage and discovery costs.

Documentum Retention Policy Services is part of the certified OpenText™ Documentum™ Records Management solution. It is an independent module that can be used as a standalone product or be added to any Documentum environment. Documentum Retention Policy Services can help manage the retention lifecycle of standard documents or corporate records. Choose the level of records management functionality you need—no more, no less.

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 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.

BENEFITS

- *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 and 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 OpenText™ Documentum™ Records Management solution*

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

- Single to multiple 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 authority-based approvals required with automatic and manual support prior to automated disposition.

- Complete audit and tracking of all policy creations, adjustments and applications.

- Mechanism to export in accordance with NARA requirements.

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

- Multiple aging methods; chronological, conditional (event-based) or a combination, with optional settings for the events.

- Variety of retention markups, including vital record designation, automated review designations, freeze, and the ability to configure how the markups are applied.

Documentum Retention Policy Services enables organizations to:

- Retain and dispose of documents easily, 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.

- Preserve content generated by any Documentum or partner application without custom integrations.

- Export in accordance with NARA requirements.

Reduce IT administration and storage costs

Documentum Retention Policy Services reduces IT administration and storage costs by enabling organizations to manage electronic files based on the value of their contained information. It allows you to:

- Differentiate between files that must be disposed of and those that should be retained.

- 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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