

EMC Documentum Records Manager for ApplicationXtender

Comply with regulations, reduce discovery costs, and mitigate legal risks

The Big Picture

- Extends the ApplicationXtender “electronic file cabinet” to the administration of records, from creation through permanent archival or destruction
- Provides automated retention policy administration policies and disposition controls for information contained within the ApplicationXtender repository to ensure information is archived and retained in accordance with business-specific defined periods
- Provides formal records management to information contained within the ApplicationXtender repository to empower compliance efforts that result from regulatory requirement acts such as Sarbanes-Oxley, HIPAA, and 21 CFR Part 11
- Integrates EMC Documentum Records Manager with ApplicationXtender to provide records management and retention administration for information contained within the ApplicationXtender repository

The well-being of a company or government agency depends in part on its ability to produce records on demand or prove that records and content were disposed of or destroyed appropriately. Legislation requires the retention of business documents for specified periods of time. Privacy laws further obligate companies to provide accurate information—but only to those authorized to see it. And the cost of not complying with these requirements can be severe, including fines, litigation expenses, or a tarnished corporate image.

EMC® Documentum® Records Manager for ApplicationXtender® allows organizations to declare, safeguard, and access records and cost-effectively archive or destroy them according to system-enforced administrative, regulatory, or legal rules. With Records Manager for ApplicationXtender, organizations can demonstrate compliance with regulations, defend internal policies and actions, and avoid legal, monetary, and procedural penalties—while protecting intellectual resources, reducing expenses, and preserving their corporate image.

Support for all major types of information

Organizations must be able to capture and classify records from a variety of sources throughout the enterprise, bringing them under the control of records management policies and procedures. Using EMC Documentum ApplicationXtender, organizations can organize and manage virtually all types of business information, including Microsoft Office documents (Word, Excel, PowerPoint, and Outlook objects), scanned images, computer output to laser disk (COLD), and electronic records management (ERM reports). Once this information is archived within the ApplicationXtender repository, organizations can use Documentum Records Manager to apply records management policies.

Apply formal records management policies

Records Manager for ApplicationXtender enables businesses and government agencies to apply formal records management policies and controls to business information stored in the ApplicationXtender repository as well as to paper and physical records.

With Records Manager for ApplicationXtender, organizations can:

- Create and edit the “file plan” (an organized hierarchy of files, folders, and documents)
- Identify appropriate metadata
- Manage accounts, groups, and access control
- Define records retention and disposition policies
- Set up audit trails, space utilization reports, and other management reporting
- Provide convenient access and delivery of records and retain information in the event of litigation or regulatory scrutiny
- Track retention schedules and apply record-keeping rules uniformly and automatically as well as control and audit access to records throughout their lifecycles
- Apply “freeze-holds” to content, preventing deletion in the face of litigation

Apply implicit retention administration policies to meet business requirements

There are many instances in which organizations may want to apply business-specific policies to their information without the rigor and comprehensive controls of a formal records management program. For these organizations, Records Manager for ApplicationXtender offers flexible, automated retention policies and disposition controls for business-defined periods that do not require the imposition of formal records management practices.

Flexibly apply records management discipline globally or granularly

Organizations can create global records management policies and also apply application-specific records management policies. For example, global, implicit records management policies can be established for all applications, while more stringent, formal policies can be set up for a specific department or function, such as the corporate legal department.

Enabling accountability and responsibility

Records Manager for ApplicationXtender combines records management discipline with the power of fixed information management to address end-user needs for access to records and information, and meet business or regulatory requirements for record retention and disposition. Organizations can safeguard intellectual property without incurring steep administration and storage costs. They are also better equipped to defend their internal policies and actions, potentially saving enormous amounts of time, effort, and money. For example, by producing records that demonstrate compliance with consumer confidentiality or corporate governance regulations, companies may avoid legal, monetary, and procedural penalties during a legal or government inquiry. By verifying that they followed accepted guidelines when deleting records or content, they may also avoid any suggestion of wrongdoing.

Take the Next Step

To learn about EMC Documentum ApplicationXtender or Records Manager, visit www.EMC.com or call **800.607.9546** (outside the U.S.: +1.925.600.5802).



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