

# EMC Documentum ApplicationXtender Retention Manager

## The Big Picture

- Automate document retention and disposition
- Reduce storage, litigation, and discovery costs
- Centrally manage time-based retention policies from an easy-to-use and intuitive interface
- Standardize policy enforcement across all content types
- Easily integrate with EMC Centera or any other storage platform

## Mitigate risk and ensure compliance—without complexity

As business-ready content volume expands, the associated litigation risks and discovery costs grow in parallel. Organizations are faced with storage and management costs as they retain electronic information to meet legal and regulatory document retention requirements.

EMC® Documentum® ApplicationXtender® Retention Manager enables businesses to easily configure document retention and disposition policies in the background to mitigate risk and meet compliance goals. These policies can be easily and automatically applied and enforced based on the electronic file cabinet. With ApplicationXtender Retention Manager, you can bring content under control and into compliance, reducing your organization's risk, storage, and discovery costs.

ApplicationXtender Retention Manager is an add-on module that can be independently added to any supported ApplicationXtender environment. ApplicationXtender Retention Manager can be used to manage the lifecycle of standard business documents or corporate records and information.

With ApplicationXtender Retention Manager in place, organizations can readily conform to existing and new internal best practices, federal policies, outside regulations, and judicial mandates. You begin by creating retention policies that are as simple or as sophisticated as you need them to be—incorporating events, authorities, or disposition pre-conditions. Based on any metadata criteria, ApplicationXtender Retention Manager can assign a retention policy to that object. If an event changes, the metadata tag (such as “in process” or “approved”) is automatically assigned and applied to the retention policy of that document. Policy administrators or other employees with the appropriate permissions can then use controls to apply these predefined policies to relevant documents within the ApplicationXtender repository.

Documents and other files automatically inherit the protections specified by policies applied at the ApplicationXtender application level; therefore, the protections are transparent to employees, which enables them to continue their normal work processes. Organizations using workflows and lifecycle processes to manage the creation and approval of documents can easily trigger retention policies to protect final documents for years.

ApplicationXtender Retention Manager enables businesses to do the following:

- Easily retain and dispose of documents according to internal policies or external mandates
- Fully orchestrate litigation holds on retained documents
- Automatically or manually assign retention management policies to documents stored in the ApplicationXtender repository.

## IT administration and storage costs are easily reduced

By enabling organizations to handle electronic information and data based on information value, ApplicationXtender Retention Manager helps reduce IT administration and storage costs. With ApplicationXtender Retention Manager you can:

- Easily differentiate between files that need to be retained and those that should be disposed of and deleted

With ApplicationXtender Retention Manager, you can enforce these policy controls:

- Reports listing documents that are available for disposition
  - Litigation holds
  - Document expiration dates and deletion rules
  - Time-based retention policies
- Automatically dispose documents as expiration dates are met or retention periods expire
  - Effectively manage document disposal using a dedicated user interface that:
    - Helps identify materials to be deleted
    - Allows only authorized administrators to delete content
    - Disposes of and destroys documents on a continuing and regular basis pending user confirmation

## Secure archiving with EMC Centera

Many organizations also require the ability to control electronic content by preventing data theft and providing assurance that data has not been modified after it has been archived. This is where EMC Centera® can meet the needs of departments and midsized organizations.

EMC Centera is the industry-leading storage solution for secure archiving. EMC Centera delivers tamper-proof audit trails and ensures the security and authenticity of each content object. It serves a wide range of content for cost-effective retention, protection, and disposition. EMC Centera has the unique ability to enforce application-based retention periods by prohibiting anyone from shortening the retention periods and only allowing authorized individuals to lengthen them. The direct integration of ApplicationXtender and EMC Centera enables businesses to apply automatic or manual retention capabilities such as holds, reporting, disposal, and audit trails to documents, and to utilize Centera-specific features for high availability and disaster recovery, including replication and failover.



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### Take the next step

To learn more about ApplicationXtender Retention Manager, visit us online at [www.EMC.com](http://www.EMC.com) or call **1.800.607.9546** (outside the U.S.: +1.925.600.5802).