

OpenText Documentum Records Manager

Control all corporate records and comply with regulatory and corporate standards



Manage all content with a single set of policies



Reduce storage loads and risk of litigation



Supply information to official inquiries without incurring substantial discovery costs



Unique Architecture to meet individual requirements

Many organizations face the risk of being audited or sued. The increasing volume of digital information combined with a growing body of regulations has altered the records management landscape. If records management used to be about maintaining a subset of documents as records within a controlled and organized system, it is now more likely to mean that records managers are managing all of an organization's information, regardless of type or location.

Documentum records management solutions help organizations comply with legal and regulatory requirements for content retention and disposition. Capture and manage records generated by business processes, enterprise applications and end users, allowing for as much automation or human involvement as desired, while managing and securing content throughout its lifecycle. Documentum records management solutions track and treat documents as working papers which can be destroyed on a schedule unless they are declared as records. This helps reduce discovery costs and mitigate legal risks.

Manage all content with a single set of policies

Documentum Records Manager makes it easy to control the entire lifecycle of corporate records according to a broad range of system-enforced policies. Companies can comply with regulatory and corporate record-keeping requirements by using the pervasive solution to apply uniform policies across all content types. Manage all records regardless of content type or location, including electronic records, email and physical records (paper, microfiche, digital media). Content can also be managed with containment policies to easily segregate types and manage them separately, if required.

Reduce storage loads and risk of litigation

Reduce your “content liability” by disposing of records and non-records once content has fulfilled all regulatory and compliance obligations. Protect your organization with reliable information control.

Documentum Records Manager provides tools that help fight content accumulation, including:

- Automatic capture and classification of records
- Document disposition dates
- Superseding of prior versions
- Reports, notifications and reminders
- Naming, Extended Security and Containment policies
- Disposition console

Supply information to official inquiries without incurring substantial discovery costs

Avoid non-compliance and reduce the likelihood of penalties and sanctions during litigation and audits.

Documentum Records Manager automates the capture and classification of records to reduce the burden on end users, decrease errors and ensure consistency. It enables fast and accurate search and retrieval of typical and formal records with nested access to allow or disallow viewing of confidential information. Manage content stored in disparate repositories regardless of type or location. Simplify record declarations across physical, email and electronic documents, and manage critical business information that could otherwise be lost in personal mailboxes, hard drives and network folders.

Unique Architecture

Why architecture matters

While classic records management systems are static in their use, today’s organizations are looking for a dynamic system that fulfills their distinct records management needs and priorities. The unique architecture of Documentum Records Manager allows you to incorporate records management capabilities across a variety of business processes and purposes, enabling your organization to meet its individual requirements.

OpenText believes the architecture matters and here is what we've done:

Architectural principles	Why it matters	Example of use
<p>Modular architecture</p> <p>Aggregates similar record-keeping functionality within discrete, plug-and-play modules</p>	<ul style="list-style-type: none"> Simplifies and speeds deployment, enabling sites to install the functionality they want without complicating the configuration, administration or user interface 	<ul style="list-style-type: none"> Align the record-keeping controls with your regulatory environment or start simple and add functionality if and when it becomes relevant
<p>Federated records management</p> <p>Allow organizations to manage multiple repositories</p>	<ul style="list-style-type: none"> Enables visualization and reporting for retention and compliance purposes Centralized management of policies Consistency across repositories 	<ul style="list-style-type: none"> Tie together Documentum with other legacy and home-grown repositories for centralized management of records spread across an enterprise
<p>Policy frameworks</p> <p>Tailor or enhance system behavior by adding business logic through the applied policy manager according to clear, standardized framework guidelines</p>	<ul style="list-style-type: none"> Simplifies extensions and customizations without needing a Documentum developer Customizes based on multiple varied attributes, including policy qualifiers 	<ul style="list-style-type: none"> Add different notification recipients, such as an in-house business application, simply by adding a policy to the existing Action Framework Apply policies by object type or other conditions, for example, apply different naming rules for different levels in the file plan or automate the appropriate record classification by document type, such as invoices or contracts
<p>Flexible interface</p> <p>Java-based and Web Services-based interfaces that extend existing Documentum functionality while adhering to standard Documentum practices</p>	<ul style="list-style-type: none"> Enables integration via Web Services or Documentum Records Manager Application Programming Interface Enables integration with common user interfaces such as Microsoft Office or SharePoint to allow end users to continue working in familiar environments 	<ul style="list-style-type: none"> Enable partner applications or internal business systems to incorporate the records declaration via API or as a web service within their application. Add records functionality, such as DOD 5015.2 policies, to an existing Documentum environment

The Documentum Platform

Documentum Records Manager is a core part of the Documentum Platform which provides world-class scalability, reliability and availability, as well as broad compatibility with virtually all industry-standard components of your IT infrastructure. The nature of Documentum-based solutions means you can apply records management policies consistently across an unlimited range of content sources, from user-authored documents to web content or line-of-business systems.

Related Documentum products

- **OpenText Documentum Retention Policy Services** allows you to retain and dispose of records and non-records alike, according to easily configurable policies that are automatically applied to content files.
- **OpenText Documentum Information Rights Management Services** controls, secures and tracks sensitive information wherever it resides—within a workgroup, across departments and agencies or with partners and suppliers outside the firewall.
- **OpenText Documentum Trusted Content Services** encrypts content within the repository while allowing full-text indexing and searching, which is ideal for complying with HIPAA requirements and protecting information.
- **OpenText Core for Federated Compliance** is a cloud first application that controls content wherever it resides – including multiple Documentum systems or InfoArchive or file systems.
- **OpenText Documentum Physical Records Services** enables management of paper and electronic records using common interfaces and common policies.



"When we collected the information, we analyzed the data and what came out of that was we realize that the county would save \$2.9 million annually in just efficiencies and another close to \$500,000 in storage only. Through OpenText Documentum, we're able to meet each of those strategic goals."

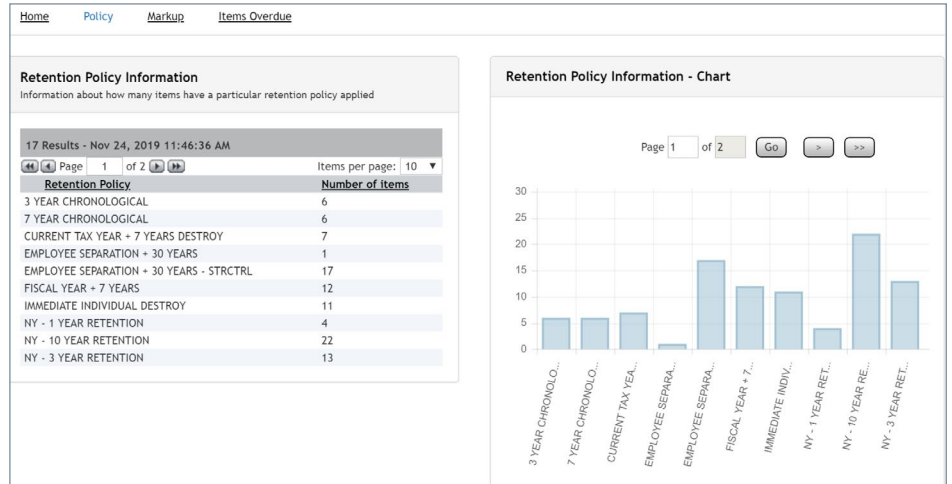
Roozan Zarifian

Chief Information Officer
County of Los Angeles Department
of Human Resources

[Read the full Success story](#)

Learn more about the range of OpenText Professional Services that leverage decades of best practice experience in content management software to unlock the full value of OpenText™ Records Management.

- OpenText Professional Services



Retention policy information

Feature	Benefit
Platform unification	Simplify user retrieval with files that remain in place and preserve audit trail integrity for document creation.
Physical records support	Extend the solution beyond electronic records to manage paper, microfiche and other types of physical records.
Classification	Organize records manually or automatically to specify authorities and disposition instructions.
Management of compound records	Improve consistency and clarity by managing multiple documents as a single record, which is ideal for case files, loan applications, design documents, bids and proposals.
Records disposal	Ensure timely disposal with automation tools for identifying eligible records, requesting authorizations and scheduling regular deletions.
Microsoft integrations	Manually declare formal records directly from Microsoft SharePoint and Office products
Automated capture	Leverage user activities without impeding productivity, integrating with line-of-business (LOB) systems with little or no customization.