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WEBCENTER

# ORACLE WEBCENTER CONTENT: RECORDS MANAGEMENT

PERVASIVE RECORDS MANAGEMENT

**KEY FEATURES**

- Centralized records management - easy-to-use web interface and extensive desktop integrations

- Federated records management – extend policies into other repositories and enable federated search and discovery

- Physical records management – manage space, print and scan bar codes, and administer record circulation

- Freeze content for collection during discovery phase

- Trigger disposition (based on system-defined or user-created events and triggers)

- Prohibit changes or deletions on declared records

- Apply "legal holds" (to prevent processing of disposition schedule)

**KEY BENEFITS**

- Superior usability –  scalable electronic and physical records management, fully certified against all parts of DoD 5015.02 v 3, with an easy-to-use centralized console to enable instant holds, dispositions, and discovery on content anywhere in your enterprise

- Lower costs and reduce risk – remove outdated content, lowering discovery and storage costs while adhering to retention policies and regulations

- Hot-pluggable – out-of-the-box records management with support for Oracle and third-party repositories, security, and enterprise applications

*Expanding compliance legislation and the high cost of litigation make proper management and easy accessibility of an organization's content essential. Not only must content be maintained but it must also be defensibly disposed once its usefulness has expired.  Oracle WebCenter Content enables both retention and disposition of information, allowing organizations to define, manage, and execute records and retention policies for all enterprise content from a single application.  Oracle WebCenter Content helps organizations control the creation, declaration, classification, retention, and destruction of content and business records, resulting in improved compliance, minimized litigation risk, and lower storage costs.*

## Apply Consistent Records and Retention Management Across the Enterprise

Records management has grown from managing physical records in a warehouse to include covering disparate systems managing digital assets, e-mails (and attachments), collaborative projects, Web content, and more - making the task of records management far more complex. Oracle WebCenter Content offers a scalable and flexible capability to systematically apply records and lifecycle management policy across your organization.  A central policy engine serves as the single source for all record schedules and retention policies, providing records managers with a single environment to control and manage information and set retention policies on everyday business content.

## Enforce Records Management and Retention in Virtually Any Application

Oracle WebCenter Content provides unified records management capability across all the high-value information stored within it, including website content, electronic documents, digital assets, and images.  This enables Oracle WebCenter Content to uniquely deliver a complete end-to-end system for document lifecycle management – from creation or capture to revision to archive and disposition.

Oracle WebCenter Content also provides adapters to extend its records management capability to other repositories and applications, enabling organizations to apply records management policies and procedures on content in remote repositories such as file shares, content management systems, and email archives.  With this adapter framework, organization's can choose to move content into Oracle WebCenter Content or manage records "in-place" in native repositories.  These pre-built adapters provide a single point of interaction for electronic and physical records management to manage and enforce file plans, centralize legal holds, perform disposition processing and discovery, and provide audit trails and disposition certificates.

Other supported systems include:

- Microsoft SharePoint 2007 & 2010

- Symantec Enterprise Vault

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- EMC Documentum

- IBM FileNet

- File systems

In addition, Oracle adapters have an open API are easily extensible for integration with other applications and repositories.



Figure 1. Oracle WebCenter Content provides a single interface to apply retention & disposition and audit content.

## Intuitive Retention Management and eDiscovery Capabilities

Oracle WebCenter Content provides records managers with a single view into all retention schedules, disposition actions, and audit histories, facilitating the process of identifying and declaring records.  This ensures that your organization abides to regulatory mandates as well as internal corporate policies.  Oracle WebCenter Content applies retention policies to content based on criteria, such as expiration date, usage, and events particular to the business.

Oracle WebCenter Content also applies retention policies to make legal discovery a predictable business process rather than an expensive fire drill. Content can be cataloged on an ongoing basis, and retained as long as legal, regulatory, or business reasons require. Oracle WebCenter Content also enables compliance and legal teams to apply litigation or audit holds to content, preventing the accidental or intentional deletion of information organizations are required to retain.



Figure 2. Easily find and review content for eDiscovery purposes.

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## Key Records Management Certifications

Oracle WebCenter Content is fully certified against Department of Defense 5015.02 version 3. Oracle WebCenter Content is compliant with the baseline records management, classified records management, and the Freedom of Information Act and Privacy Act requirements of the specification.  This gives organizations the ability to deploy records management for full scale use, and enables records managers leverage out-of-the-box functionality and eliminate the need for customized services.

## Primary Benefits

Oracle WebCenter Content provides its users with the following records and retention management benefits:

- **Ease of Use and Access**—By allowing users to access and view files in virtually any format (Microsoft Office, computer-aided design drawings, Visio diagrams, and so on) from their Web browsers and automatically converting files to a variety of formats (for example, HTML, XML, and PDF/A), Oracle WebCenter Content ensures that content can be archived for long-term availability to identified users.

- **Content Declaration and Classification**—Administrators can create file plans with any number of record categories or folders and assign disposition schedules. Administrators can also prohibit changes or deletions once content items have been declared records, and receive notifications when documents are added, modified, or declared records.  In addition, users can declare records by assigning them to appropriate record categories or folders.

- **Easy Audit and Review**—Oracle WebCenter Content allows administrators to trigger dispositions based on both system-defined events and user-defined triggers. Administrators can also place holds on records to prevent the processing of disposition schedules. Security distinguishes among record viewing, record creation, and file plan creation/administration, and provides an audit trail of accesses and certificates of destruction.

## Contact Us

For more information about Oracle WebCenter Content, visit www.oracle.com/goto/webcenter/content or call +1.800.ORACLE1 to speak to an Oracle representative.

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