

Stellent Universal Records Management Features and Functionality

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- A single server facilitating centralized management of all records, file plans and retention policies across all applications and repositories, and centralized processing of records disposition and retention policies;
- A searchable catalog of all important enterprise content;
- Centralized management of litigation holds and discovery;
- Federated search and discovery across all repositories;
- Centralized audit trail and reporting; u In-place management of files;
- Agent architecture to apply records and retention policies and legal holds to all relevant content in the enterprise;
- Records management for any type of content, including warehouse management for physical records; and
- Automatic conversion to permanent formats for records.

Records Vs. Retention: The Difference

Records Management Application

- Applied to a small subset (5%-10%) of information
- Preserve archival copy, to:
 - Maintain historical record
 - Comply with regulation
 - Run business efficiently
- Specifying a retention period for which information must be preserved
- No new revisions allowed
- Cannot delete record before end of retention period
- Disposition is event- or calendar-based
- An application by itself:
 - May run in same instance as other applications
 - Other apps only generate records
 - Minimal other interaction
- Large footprint
 - Intrusive UI
 - Multiple metadata fields
- Benefit is compliance with:
 - Regulations
 - Corporate retention policies

Retention Management

- Applies to all other content (80%-95%)
- *Eliminate* information where:
 - Risk from retaining it
 - Cost of maintaining it
 - Potential cost of discovery
 - Clutter created
 - Misinformation created

Outweighs value of information

- Specify a maximum retention beyond which information must be destroyed
- New revisions may be created
- Users can delete before end of retention period
- Disposition may be usage or revision based
- Enhances other applications to improve their value
 - Digital asset management—control storage needs
 - Web content management—keep content current and valuable
 - Document management—eliminate clutter
 - Collaboration—eliminate clutter
- Small footprint
- Benefit is:
 - Litigation—reduce risk and cost of discovery
 - Storage—reduce cost and need for storage
 - User efficiency—eliminate clutter
 - Communication—disseminate current information

Stellent is a global provider of content management software solutions that drive rapid success for customers by enabling fast implementations and generating quick, broad user adoption. With Stellent Universal Content Management, customers can easily deploy multiple line-of-business applications—such as public Web sites, secure intranets and extranets, compliance processes, and marketing brand management—and also scale the technology to support multi-site management and enterprise-wide content management needs.