# Records Management
Lifecycle management for all enterprise content

Livelink ECM - Records Management empowers everyone in your organization to file all corporate holdings according to organizational policies, managing the complete lifecycle of all corporate records, thereby ensuring regulatory compliance and reducing the risks associated with audit and litigation.

The Livelink ECM - Records Management interface is Web-based, enabling all users to access records management functions from a standard Web browser. By providing a common interface to access all forms of information, such as images, paper, word processing documents, spreadsheets, and email, Livelink ECM - Records Management provides an automated system that removes the complexities of electronic records management, making the process completely transparent to your end users.
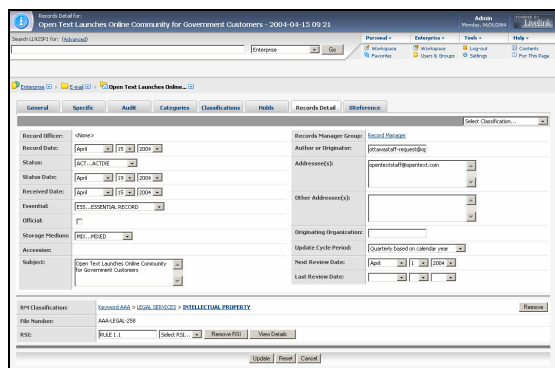
Manage enterprise content as a business record.

Enable centralized and consolidated access to information

By classifying enterprise content as business records, you are also identifying the business context and value of corporate information. Accordingly, the entire records management process gives organizations a much clearer understanding of what their enterprise content *represents*. And as such, they can much more easily extract its maximum value; in other words, make the most of that content. Livelink ECM - Records Management improves access to enterprise records, giving all users the ability to create, classify, manage, and retrieve paper and electronic information.

Embed records management into Livelink ECM	Adds records management functionality such as Classification, Records Detail, Hold, Label, and Cross Reference to Livelink ECM documents, folders, email, compound documents, and physical objects.
Defensible records classification	Classify records automatically or interactively. Automatically inherit retention schedules and classifications simply by moving records into folders. Alternatively, users can classify documents with a single click from the Livelink ECM user interface.

Streamline and automate retention and deletion processes

Livelink ECM – Records Management maps record classifications to retention schedules, which fully automates the process of ensuring records are kept as long as legally required, and assuredly destroyed when that time elapses. When a retention schedule expires, final decisions can be made to destroy the object, retain it for a period of time, or keep it indefinitely.

Detailed disposition reporting	With the system's report generation tools, organizations can create full and detailed listings of records that are ready for review or final disposition. The listings can then be routed to appropriate individuals for review and approval.
Disposition searching	Supports disposition searching against Livelink ECM items, which calculates the disposition date of the items based on the RSI schedule and returns those records that are ready for deletion, archiving, or moving on to the next stage in their lifecycle.
Multiple classifications and retention policies	Supports the application of multiple file classifications and retention schedules to individual records concurrently, meaning that a document can hold two or more record classifications and be retained concurrently according to multiple retention schedules.

"We now have a standard and enforceable process by which the entire organization maintains all communications and work files. We're working efficiently together, reducing business risks and protecting our intellectual capital."

Noella Bordian
Corporate Records Manager, TransLink

BENEFITS

- **Improves productivity and accelerates user adoption.**

- **Minimizes corporate risk and enhances accountability.**

- **Ensures knowledge integrity.**

- **Streamlines records retention and destruction.**

- **Manages enterprise content as business records, no matter where they live, without impacting the way users work.**

- **Enable cost-effective long-term storage of content**

Automated dispositioning	Livelink ECM - Records Management can also automate the disposition of records according to organizational requirements; for example, if your organization is managed thousands of emails as business records, the sheer volume of this content demands automated management processes.
Auditing	All activities in the system are fully audited, with detailed logs maintained, ensuring that all disposition activities are fully documented.
Import policies	Enable retention policies and other data to be automatically imported into Livelink ECM - Records Management from IRCH Retention Manager.

Ensure the preservation of critical records

In the event of litigation, it is imperative that organizations secure potential evidence from destruction.

Vital record identification	Supports vital record identification and the cycling of vital records based on pre-set periods such as Monthly, Quarterly, and Annually
Official record designation	Ensures enterprise-wide integrity of all business-critical knowledge by marking documents as Official, thus preventing users from modifying the information in any way.
Apply legal holds	Suspend retention schedules and protect records from deletion with legal holds. Apply multiple legal holds to documents at the same time.

Manage physical records

Control physical items such as paper records, equipment, and more.

Barcode label management	Supports the use of XML-based color labels and barcode labels for physical records such as folders, boxes, and shelves directly from within the Livelink ECM interface; batch print barcode labels.
Warehouse management	Box items and send transfers to internal or offsite storage facilities.
Circulation management	Allows users to borrow, request for future borrowing, and pass either single or multiple records in a single step. Users can box items and send transfers to internal or offsite storage facilities.

Extends records control into external repositories

Extend records management initiatives across all corporate information repositories.

Full integrated archiving	Enabling the long-term storage of records in a compliant storage environment. Use the stages in a records lifecycle or changes in the record's status to automatically migrate it to different storage media.
Extract records into a secure centralized repository	With Open Text solutions, records in external repositories can be managed as a record "in place", or physically extracted and automatically replaced with a shortcut enabling content to be securely archived in a centralized, compliant storage environment.
Embed records management into existing applications	Open Text solutions such as Livelink ECM – Email Management and Livelink ECM – Microsoft SharePoint Integration enable organizations to seamlessly embed records management into the applications used every day, without changing the way users access and work with content.

TECHNICAL SPECIFICATIONS

- **Works with corresponding version of Livelink ECM – Enterprise Server.**

- **Supports same web browsers as corresponding Livelink ECM – Enterprise Server version.**

- **Supports the joint SAP-Microsoft Mendocino initiative.**

- **Supports integrations with Microsoft SharePoint, Microsoft Exchange, and Lotus Domino.**

- **Supports a mixed storage environment of all major hardware vendors including EMC^2, HDS, IBM, SUN, NetApp, and more.**

If you are an Open Text partner or customer, visit online.opentext.com for more information about this and other Open Text solutions.

Open Text is a publicly traded company on the NASDAQ (OTEX) and the TSX (OTC).

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Sales	Americas	Europe		Asia/Pacific
www.opentext.com sales@opentext.com North America Sales 1-800-499-6544 International Sales +800-4996-5440	United States 100 Tri-State Int'l Parkway Lincolnshire, IL USA 60069 Phone: 847-267-9330 Fax: 847-267-9332	Germany Technopark 2 Werner-von-Siemens-Ring 20 D-85630 Grasbrunn Germany Phone: +49 89 4629 0 Fax: +49 89 4629 1199	United Kingdom Grosvenor House Horseshoe Crescent Beaconsfield, Buckinghamshire United Kingdom HP9 1LJ Phone: +44 1494 679700 Fax: +44 1494 679707	Australia Level 12 65 Berry Street North Sydney, NSW 2060 Australia Phone: +61-2-9026-3400 Fax: +61-2-9026-3455