

# ORACLE UNIVERSAL CONTENT MANAGEMENT: RECORDS MANAGEMENT

## KEY CAPABILITIES

Organizations can employ the records management capabilities within Oracle Universal Content Management to

- Create file plans
- Declare records
- Support all file formats
- Trigger disposition (based on system-defined events or user-created triggers)
- Prohibit changes or deletions on declared records
- “Hold” records (to prevent processing of disposition schedule)
- Remove and destroy, back up, recover, and roll back support for records
- Track user access
- Record system activity

## RELATED FUNCTIONALITY

The records and retention management capabilities described in this document represent just one component of the Oracle Universal Content Management suite of products. Oracle Universal Content Management also provides key content management functionality in the following areas:

- Document management
- Web content management
- Digital asset management
- Portal integration
- Microsoft SharePoint integration
- Content and usage tracking
- Categorization
- Content conversion and transformation
- Document capture and scanning integrations

*With expanding compliance legislation, it is essential that all of an organization’s content be properly managed and easily accessible for legal discovery purposes. But just as important as saving content is destroying it once its usefulness has expired or its legal retention period has run out. The records and retention management capabilities within Oracle Universal Content Management facilitate both parts of this equation by easing content creation, declaration, classification, retention, and destruction. The results are improved compliance, minimized litigation risk, and lower storage costs.*

## Reduce Risk and Eliminate Clutter

Managing physical records and documents is one thing, but when those assets grow to include everything from paper and electronic documents to digital assets, e-mails (and attachments), collaborative projects, Web content, and more, the task grows far more complex, encompassing a multitude of applications, architectures, and interfaces. Oracle Universal Content Management, formerly Stellent Universal Content Management, brings sanity to this process. Allowing organizations to take care of all of their records and retention management needs from a common browser-based interface, Oracle Universal Content Management makes it possible for organizations to quickly and cost-effectively meet corporate compliance requirements while at the same time reducing the cost of legal discovery, limiting legal liability, and reducing content “clutter.”

## Key Applications

Certified to meet Department of Defense 5015.2 Chapter 2 and Chapter 4 requirements, Oracle Universal Content Management’s records management capabilities can be used as either a standalone records management system or a complementary technology solution to an existing implementation. Oracle Universal Content Management’s records management capabilities are primarily used for the following three applications:

- **Compliance**—Oracle Universal Content Management’s records management features ensure that all of an organization’s content conforms to the retention management requirements of regulatory mandates. By taking advantage of these records management features, compliance and legal teams can easily apply litigation and audit holds to both records and nonrecords—thus preventing the accidental or intentional deletion of information needed for litigation or audits.

## BROADENING YOUR RECORDS MANAGEMENT STRATEGY

If your organization is looking to centralize records and retention administration beyond the capabilities offered by Oracle Universal Content Management, Oracle Universal Records Management provides a scalable and flexible solution that lets you consistently apply records and retention policies (as well as legal discovery and holds) to all types of content, regardless of where that content resides—from e-mail attachments and content stored in file servers to physical records in a warehouse.

- **General Content Retention and Disposition**—By taking advantage of Oracle Universal Content Management’s records management capabilities, organizations can reduce content clutter by automatically disposing of content that is no longer of value. Administrators can get rid of information when the threat of litigation passes or when the cost of storage exceeds the value of the information itself.
- **Records Management**—By providing records managers with a single view into all retention schedules, Oracle Universal Content Management facilitates the process of discovering and declaring records.

### Primary Benefits

Oracle Universal Content Management 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 Universal Content Management’s records management capabilities ensure 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 Universal Content Management 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 on Oracle Universal Content Management’s document management capabilities, call +1.800.ORACLE1 to speak to an Oracle representative or visit [oracle.com/products/middleware](http://oracle.com/products/middleware).

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