

ORACLE UNIVERSAL RECORDS MANAGEMENT

KEY CAPABILITIES

- Centralizes records and retention administration
- Manages external applications and physical records using a distributed architecture
- Provides “in-place” management of content
- Manages file plans, policies, and business rules from a central console
- Centralizes holds, dispositions, and discoveries
- Maintains a catalog of all content
- Provides audit trails and certificates of destruction
- Provides Department of Defense 5015.2 Chapter 2 and Chapter 4 certification

Oracle Universal Records Management empowers organizations to apply records and retention policies, as well as legal discovery and holds, to all relevant content across the enterprise—from e-mail attachments and content stored in file servers to physical records in a warehouse. Oracle Universal Records Management makes your records and retention program more efficient, broadly adopted, and defensible.

Records and Retention Management Across Your Organization

Oracle Universal Records Management, formerly Stellent Universal Records Management, offers a unique, scalable, and flexible records and retention management system to consistently apply records and retention policies to all types of content, regardless of where the content resides. The system features a central policy engine that serves as the single source for all record schedules and retention policies, and can apply records management processes to nonrecords as well, allowing your organization to set retention policies on everyday business content.

The system leverages adapters to enforce the policies and schedules in each repository across an organization. The adapters facilitate federated search and discovery, litigation and audit holds, and content disposition and destruction from a central console. With this approach, managed content does not need to be moved to a central location for management—it can be managed “in place.”

Manage Records Across the Enterprise

Oracle Universal Records Management gives records managers a single environment from which to control records and retention policies for all content across the enterprise. It provides records managers with a single view into all retention schedules, disposition actions, and audit histories, facilitating the process of discovering and declaring records. This approach ensures that the enterprise conforms to regulatory mandates as well as internal corporate policies.

Prepare Discovery Through Automated Cataloging

Oracle Universal Records Management can consistently apply retention policies to change the process of legal discovery from a costly fire drill activity to a continuous business process. Content can be cataloged automatically on an ongoing basis, and retained as long as legal, regulatory, or business reasons require. Oracle Universal Records Management technology 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.

Keep Content and Costs Under Control

Organizations can improve operational efficiency and productivity by removing content “clutter” caused by outdated information. This facilitates more-effective content searches and eliminates the costs of storing useless content. Oracle Universal Records Management reduces content clutter by automatically disposing of nonrecords that are no longer of value, allowing employees to quickly search for and access useful business information. The system applies retention policies to content based on criteria, such as expiration date, content usage, and events particular to the business—without requiring involvement or extra work from end users. The system also reduces storage costs and optimizes storage space by removing unnecessary or less-useful content in a systematic fashion.

In-Place Management of Content

The Oracle Universal Records Management adapter architecture is the key to applying record schedules and retention policies in place, without requiring content to be moved. The adapters update the catalog in the central server when content is added, modified, or deleted on the local system, and they can prevent deletion of content until the disposition begins. The adapters then apply disposition actions and legal or audit freezes when directed by the Oracle Universal Records Management server. Oracle Universal Records Management provides a number of adapters for content repositories, file systems, and e-mail archives. The adapters are built on top of an open, published API. Customers and partners can use this API to build agents for homegrown or other third-party systems.

Out-of-the-Box Functionality

Oracle Universal Records Management’s out-of-the-box functionality eliminates the need for organizations to add extensive services to reach a return on their investment.

With Oracle Universal Records Management, administrators only need to learn one user interface to create and enact policies in a shared system for all types of content, regardless of where it is stored. Because content contributors create and store content using familiar tools and methods, they do not need to be trained in advanced records management concepts. In this way, organizations can remove the barrier to broad adoption that faces most records management programs.

Contact Us

For more information on Oracle Universal Records Management, call +1.800.ORACLE1 to speak to an Oracle representative or visit oracle.com/products/middleware.

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