

# ORACLE UNIVERSAL RECORDS MANAGEMENT: ADAPTER FOR SYMANTEC ENTERPRISE VAULT

## KEY CAPABILITIES

- True records management from a DoD 5015.2 Chapter 2- and Chapter 4-certified records management system
- Automatic categorization to apply records and retention rules to the items in Symantec Enterprise Vault without requiring input from users
- Advanced workflow engine to build business processes for approving and performing dispositions, applying holds, and so forth
- Builds sophisticated records and retention management rules, including those with multiple steps and branches
- Stores and manages records and retention policies in a single, central location, and applies them to a number of systems, such as Symantec Enterprise Vault

*Addressing the growing volume of e-mail within organizations is a critical component of successfully applying records and retention policies. The Oracle Universal Records Management adapter for Symantec Enterprise Vault allows organizations to apply a certified records management program against corporate e-mail—the most requested corporate content for legal discovery.*

### Unique, Scalable, and Flexible Records and Retention Management

Oracle Universal Records Management, formerly Stellent Universal Records Management, allows organizations to define, manage, and execute records and retention policies for all enterprise content from a single application. Records management principles can be applied to records and nonrecords in order to provide a legally defensible method for disposing of outdated information. Oracle Universal Records Management uses an adapter architecture to enforce records management and retention policies and schedules in nearly any application or repository throughout an organization. The system is a complete, Department of Defense (DoD) 5015.2 Chapter 2- and Chapter 4-compliant records management application that performs both electronic and physical records management.

### Complete E-Mail Archiving Solution with Enterprise Records and Retention Management

The Oracle Universal Records Management adapter for Symantec Enterprise Vault is a key component of a unified records and retention management strategy. Although there are many advantages to centralizing records and retention management functions, the content itself should remain in its native application or repository whenever possible. The adapter extends Symantec Enterprise Vault by applying records and retention rules, disposition actions, and litigation holds to e-mail and other content within the archive, in accordance with corporate policies. The result is a more consistent and legally defensible set of policies, increased efficiency, and increased assurance that legal holds are applied promptly and universally.

### Manage E-Mails, Attachments, and Documents Housed in Symantec Enterprise Vault

Because all content is potentially discoverable and admissible in court, it is important to manage nonrecords as well as records. All e-mails, attachments, and documents in Symantec Enterprise Vault are subject to policies that can be changed throughout the life of the content. Rather than basing retention rules on file size or age, business rules with multiple criteria can drive retention schedules. These

criteria include combinations of document state, usage statistics, security, and publishing rules. Oracle's "in-place" records and retention management capabilities allow content to be managed from within Symantec Enterprise Vault. Rules are applied directly to content where it resides, and disposition of managed content is centrally controlled. Symantec Enterprise Vault continues to provide all the same e-mail archiving benefits—deduplication, compression, storage, and security—but retention is kept consistent with enterprise policies and an up-to-date catalog of all critical enterprise content is maintained.

### **Mitigate Legal Risks and Facilitate Compliance**

Oracle Universal Records Management optimizes an organization's environment, reducing the amount of content to be managed and searched. First, it uses retention management rules to remove content when it is no longer needed. Second, it catalogs content, enabling discovery searches to apply only to relevant content. Finally, all actions are logged and available for audits and reports. This process simplifies legal discovery and facilitates compliance.

### **How The Oracle Universal Records Management Adapter Enhances Symantec Enterprise Vault**

Implementing a records and retention management program using the Oracle Universal Records Management adapter for Symantec Enterprise Vault provides these additional benefits:

**Leverage Existing Investments in an E-Mail System**—Total cost of ownership is lowered by consolidating the retention and disposition policies for e-mails, attachments, and documents into a shared system and architecture.

**Facilitate Adoption**—Employees do not need to be trained in advanced records management concepts. They simply interact with their e-mail system, thus removing barriers to widespread adoption.

**Improve Operational Efficiency and Lower Costs**—By removing clutter caused by outdated content, organizations improve operational efficiency and facilitate more effective search. Training costs are also lowered because administrators only need to learn one user interface to create and enact file plans and policies, place holds on content, and retrieve discovery items.

### **Contact Us**

For more information on the Oracle Universal Records Management, 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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