

ORACLE UNIVERSAL RECORDS MANAGEMENT ADAPTER FOR SHAREPOINT

KEY CAPABILITIES

- Creates a catalog of SharePoint content, sites, and libraries
- Applies retention policies to SharePoint Web sites and document libraries
- Enables "in-place" management of records content
- Spans the enterprise with a retention program
- Triggers retention based upon actions such as audits, usage, or new revisions
- Produces a file plan that is printable and useful as evidence
- Supports audit trails and legal destruction certificates
- Organizes content for retention on a separate taxonomy
- Includes multistep disposition rules
- Stores content in an active or inactive stage

Tracking the increasing number of documents created in Microsoft SharePoint collaborations is an increasingly important component of successfully applying an enterprise-wide records and retention policy. The Oracle Universal Records Management adapter for SharePoint automatically applies records and retention management across repositories in your organization, including multiple SharePoint sites and content, in accordance with corporate policies.

Enterprise Records Management

Oracle Universal Records Management, formerly Stellent Universal Records Management, a Department of Defense 5015.2 Chapter 2- and Chapter 4-certified system, allows organizations to define, manage and execute records and retention policies for all enterprise content from a single application. It uses a distributed, adapter-based architecture to enforce records management and retention policies and schedules in nearly any application or repository throughout an organization, providing a single point of interaction for electronic and physical records management.

As SharePoint sites proliferate inside of organizations, it is important to manage the retention of SharePoint libraries and content. Often, SharePoint sites are created for specific projects and then abandoned at project completion. Although some content in these sites might be identified as records, other content might be subjected to shorter retention periods and different disposition procedures. The Oracle Universal Records Management adapter for SharePoint lets administrators set the policies that drive these actions and apply them universally. The adapter provides a catalog of SharePoint sites and content, enforces retention policies to deleted sites, and ensures that organizations are not overwhelmed by outdated or stagnant content. Oracle Universal Records Management

- Enables a single source of content to be viewed in a familiar place in the content hierarchy, and organizes it for retention on a separate file plan taxonomy.
- Enables multiple step disposition rules. Administrators can set retention rules for each version of a document, such as a draft or final version. Content can be kept in an active or inactive stage, and retention events can be triggered based upon actions such as audits, usage, or new revisions.
- Can assign records management features to SharePoint Web sites and document libraries. The Oracle Universal Records Management adapter for

SharePoint can identify and dispose of abandoned SharePoint sites and can also provide a catalog of content, sites, and libraries.

- Provides a shared, formal retention schedule that is printable and reproducible as evidence, as well as audit trails and legal destruction certificates.

Retention Management of Nonrecords

Oracle Universal Records Management also provides strong retention management features for nonrecords across multiple repositories. With a single point of administration, there is consistent treatment of content. Because all electronic information is admissible in litigation, it is important for organizations to have a clear and defensible retention policy for nonrecords as well. Retention management of SharePoint documents and sites using the Oracle Universal Records Management adapter for SharePoint minimizes the risk and cost of maintaining information that might be out of date or no longer useful. It removes clutter from the discovery process, and also makes employees more productive by providing only the most useful information.

Ease of Use and Reduced Legal Risk

The Oracle Universal Records Management adapter for SharePoint is transparent to end users. They do not have to change how they contribute content, and they are free from the complexities of records management. This results in increased efficiency and broader adoption.

With the adapter monitoring content throughout the enterprise, companies can more efficiently apply centralized records and retention policies; apply legal and audit holds; and retrieve content for e-discovery purposes. The result is a consistent, legally defensible policy set and increased assurance that legal holds are applied.

Direct Contribution

Oracle also supports Microsoft Exchange Server 2007 and Microsoft Office 2007 to allow users to contribute directly to Oracle from their e-mail and desktop tools. Users can view the Oracle repository from their Microsoft Outlook client, and use the drag-and-drop feature to place e-mails and attachments right into the Oracle folders, assigning metadata and retention policies. From Office, users can choose Oracle folders from the Save As dialog box and directly check in content.

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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