



# OpenText Records Management, eDOCS Edition (eDOCS RM)

Secure, feature-rich, governance driven records management

The increasing speed of today's business world and rising client demands for security and responsiveness cause law firms and corporate counsel to face zero-tolerance for failure.

With increased security risks from external threats and growing legislative requirements for information governance, putting in place an effective system of policies and controls to manage all the entire lifecycle of your work product is now a mission critical requirement. The consequences of inadequately mitigating these risks can be dire as evidenced by the string of recent scandals that have shaken public trust, not to mention the fate of several major corporations and law firms.

Proactive organizations are formalizing records policies and are looking to integrated records management systems to protect, organize, and manage the entire lifecycle of critical content. At best, records management eliminates redundant information of all types, reduces time spent locating records, meets complex regulatory provisions, and mitigates the risk of litigation or fines and other penalties. However, implementing a Records Management solution does not need to be complex or costly.

## OpenText eDOCS RM

eDOCS RM provides a completely secure, feature-rich, records management solution from within your existing eDOCS DM library.

When combined with records management best practices, eDOCS RM helps establish comprehensive lifecycle management of paper and electronic records in a single location. It is easy to work with and no complex enterprise search engines or expensive additional hardware is needed. Therefore, capturing content as official records is practically transparent to your attorneys, enabling them to operate more efficiently and focus on generating revenue.

Because it is a part of your larger content management solution, eDOCS RM provides records managers with an environment for nurturing better relationships with fee earners, while ensuring awareness of the scope and scale of the firm's content that they need to safely manage. Firms can enforce guidelines and policies while maintaining complete control over the records management practice to ensure the risks are managed and the business is empowered. With eDOCS RM, law firms and legal counsel have the tools they need to fluidly protect content assets against risks such as litigation, security breaches and disaster recovery while meeting increasingly complex regulatory requirements.

## PRODUCT SUMMARY

eDOCS RM provides a completely secure, feature-rich, records management solution from within your existing OpenText Document Management, eDOCS Edition (eDOCS DM) library. When combined with records management best practices, eDOCS RM helps establish comprehensive lifecycle management of paper and electronic records in a single location.

## Business Needs Met

The following features are some of the key capabilities of eDOCS RM:

- **Compliance Management:** Virtually all industries are affected by regulation or legislation that requires the presence of records management policy. eDOCS RM provides long-term access, audit and retention control of all content, enabling firms to prove not only their system of controls and the actions taken, but also their compliance with established risk management policies.
- **Mitigating Risk Exposure for All Types of Records:** eDOCS RM allows organizations to classify not only traditional content as records, but email and rich media as well. Because eDOCS RM is built on top of the eDOCS DM scalable architecture, you can store all content in a single repository of record. This reduces risk exposure for organizations, averting the consequences of failure to comply with established retention policies

and reducing the costs associated with discovery orders and litigation holds. Firms also save money because they invest less in hardware, server software licenses, and administration and support costs to manage the explosion of electronic content.

- **Enhance Compliance & Adoption:** Business users carry out records management tasks from within the same commonly used authoring and productivity tools as eDOCS DM. This reduces training costs and improves user adoption and enrollment in the organization's records strategy.
- **Increase Productivity:** By enabling business users to transparently associate file codes to records while they work, records managers can spend more time on ensuring corporate records policies are communicated, controlled, and enforced rather than on filing records. Business users save time by easily searching for records from within eDOCS DM.

## Solution Highlights

### For End Users

- Simplifies record capture and creation with easy association of retention codes
- Allows workers to create records without leaving familiar desktop applications
- Delivers faster access to consolidated content and records management resources

### For Executive Management

- Improves accountability and minimizes litigation risk
- Reduces costs of managing electronic and paper content by storing them in a single scalable library
- Enables fee earning staff to transparently manage work product and case records
- Increases productivity by simplifying the searching and retrieval of key matter records
- Improves customer service by reducing records department bottlenecks

### For Administrators

- Eases administration burdens through a consolidated records and document management platform
- Speeds enterprise installations with web-based Deployment Tool that configures the user's document and record management experience
- Straightforward creation of records policies and the control to enforce them ■

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