



DATASHEET

Xythos Records Management Module

Allow workers to create records without leaving familiar desktop applications

Customize document actions and dispositions to meet compliance and regulatory requirements such as eDiscovery, Sarbanes-Oxley, HIPAA, FDA, Basel II and others

Apply consistent and centralized record-keeping controls across all types of records

Maintain an audit trail for record storage, access, and disposition

Xythos Records Management Module extends Xythos Enterprise Document Manager capabilities by helping organizations ensure that the complex processes required to manage records are easy-to-use and transparent to end users with secure record controls and retention schedules, classification, reporting, and other vital requirements.

Organizations still struggle with identifying, classifying, archiving, and destroying records because the technology can be unwieldy for the average knowledge worker. Xythos RM minimizes the risk associated with compliance, legal actions, discovery, and regulation with the ability to capture, identify, store, and dispose of business records according to each organization's records management needs and policies.

With Xythos RM, organizations no longer require a separate application or separate repository for records management. When combined with records management methodologies and best practices, Xythos RM helps establish comprehensive lifecycle management of paper and electronic records.

Benefits

- Single repository to manage content over its entire lifecycle from creation to final disposition
- Easy-to-use web-based solution
- Automate and simplify the capture and classification of records to reduce the burden on end users
- Protect records against accidental or unauthorized alteration, destruction or retention
- Locate, classify and manage critical business information that could otherwise be lost in personal mailboxes, hard-drives and network folders



Features

Single shared repository for management of in-process and final records of any physical or electronic media type. Xythos provides a secure, scalable solution that collects and manages thousands, even millions of documents and records. No matter where a document originates, Xythos can help capture and store this information.

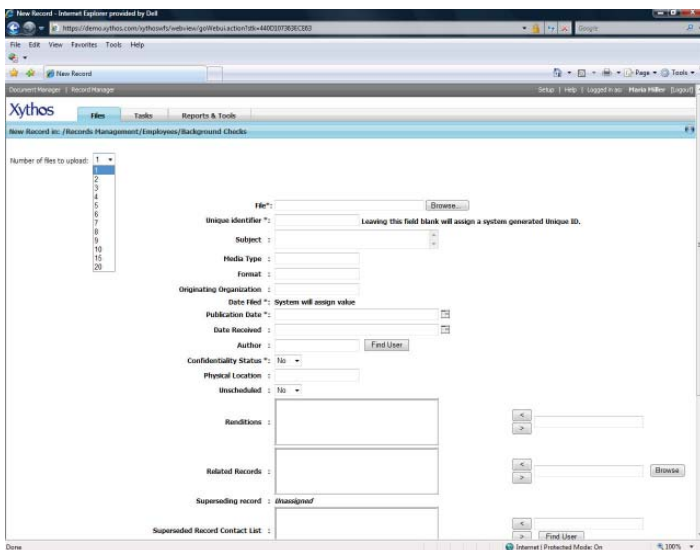
Comprehensive auditing designed to meet rigorous legislative and regulatory requirements, including Sarbanes-Oxley, SEC, NASD, HIPAA, PIPEDA, and FDA. All records and actions can be audited throughout Xythos RM and the entire Xythos system. Every action is automatically logged, assisting in proving compliance.

Create, categorize, manage and find records from content authoring and e-mail tools, web browsers, and mobile devices. Record classes, properties, retention rules, and more can be modified to support specific regulations or business processes.

Email integration to capture messages, attachments, and threads. With these and other emerging forms of information and communication, all electronic data - as well as their associated metadata, security and categorization – can now be created as a record.

Security features that defend against unauthorized access at the folder, group, user, and individual record levels. Organizations can create their own roles and assign specific privileges. In addition, roles can be configured to an organization's needs, ensuring tighter, safer and more secure information management.

Extensive reporting tools to track content assets and administrative actions throughout the record lifecycle. Record managers can use different document and record attributes to filter, sort and display search results for different views of the system. View all records, records about to expire, or all records that share a specific category. As a result, it becomes easy to see what is in the system and what needs to be done.



Easy-to-use navigation aids electronic and physical records management

Using Xythos Records Management Module

How Xythos RM is organized

Xythos RM is organized as a hierarchy structure with associated properties following the Records Management DoD 5015.2 specification beginning with parent folders for record categories called "Record Series." Xythos RM also contains pre-defined properties for categories, folders and records that can then be configured to suit an organization's specific record process or need.

Record Categories and Folders. Once a record series has been created, record categories are used to organize records based on their specific lifecycle and disposition rules, while record folders enable users to manage all records at the same time and in the same manner. Xythos RM icons aid records managers to easily view the lifecycle of a given record, folder or category.



Xythos RM templates

Defining properties for each record resource, RM templates are pre-installed with Xythos RM and include the exact Records Management Department of Defense 5015.2 specified metadata. Xythos RM supports custom properties as well as template refinement. For a complete list of RM template properties, please contact your Xythos product specialist.

Xythos RM security

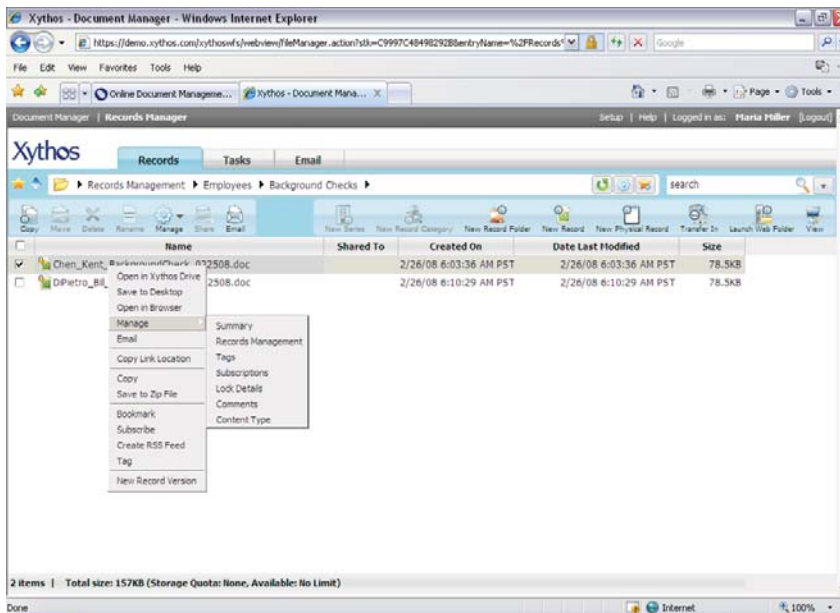
Just like Enterprise Document Manager, Xythos RM enables organizations to assign roles to users which determine what functions workers may perform. Since roles work in conjunction with file and folder permissions, users must have both the appropriate abilities and the correct access permissions to view and/or make changes to a particular records management object. For example, users must have the Create Record ability and read/write access to a particular record folder in order to add a record into the system.

Record search

Xythos helps make searches easy with multiple methods to easily discover records. Xythos RM offers filename and record keyword and wild card searches. Integrated search filters can comb through records, categories or folders. Searches can also be performed on record properties and content tags, and can be saved and named for re-use and sharing.

Converting email to records

Make a record from an email message under the Email tab. Xythos RM works with individual email servers to pull messages directly. Once email messages are pulled into the system, messages and/or its attachments can then be converted into a record.



The complex processes required to manage records are easy-to-use and transparent to end users.

Record Version Control

Xythos RM version control retains each record version within the system as if it were its own record. Each version appears in the folder listing. Versions are visually linked together with the record name, other versions and version number. For simplicity, each version contains the original name plus the version number.

Superseding Records. One record may supersede another. When a record is superseded, it is made obsolete by the superseding record. The properties, disposition schedule and disposition status, however, remain the same. The goal of superseding one record for another is to replace the record content without disrupting any of the record metadata.



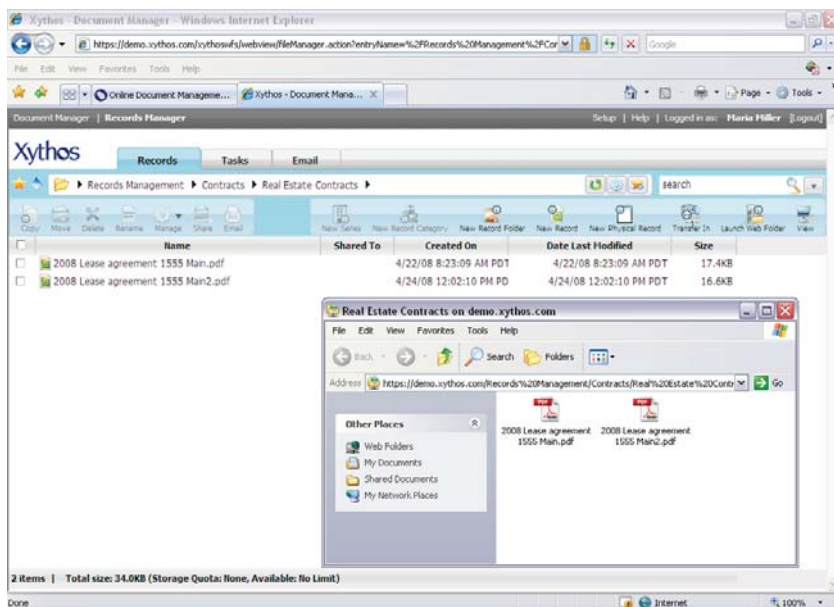
Vital Record Review

A vital record is a record that needs to be maintained but is also updated. For example, a company's HR manual should be a record but needs periodic updates as laws and policies change. If a record is indicated as vital within Xythos RM, users can be automatically reminded when a vital record needs to be updated. Xythos RM tracks when the last update occurred and calculates when the next review is needed based defined criteria.

Record Disposition

Disposition is a tool for information lifecycle management. A disposition rule is a retention policy to archive and destroy records according to business needs and processes. Each disposition phase consists of steps that must be performed with a final disposition action. In order for a record to complete the steps defined for the phase, a user must trigger the event or task defined for that step.

Once all steps are completed, the record enters its final disposition. Final disposition transfers the record, accedes the record, or deletes the record. After the record goes through its final disposition action, the history of the record along with its properties, also known as metadata, is maintained in the system. The content of the file, however, is not saved.



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Disposition schedule freeze and unfreeze.

There are some cases when it may be necessary to “freeze” a record so that it does not move to the next step in its lifecycle. When a record is frozen, all record categories that have been assigned that rule are also updated to reflect the change. As a result, all record and record folders with that specific disposition schedule are “frozen”. Once the change is made, the disposition schedule is unfrozen for each record or record folder affected.

Reports

There are several types of reports that come standard with Xythos RM. Reports can be

based on records, folders, categories, deleted records, roles, the entire file plan, disposition rules or total number of records. Completed reports can then be imported into the report application of choice.

Audit reports are activities within Xythos RM against series, record categories, record folders, records, disposition rules, users, groups, roles, and abilities. Audits can only be run against activities that are currently being logged.

Records Management Export

Xythos RM allows records managers to export the entire file plan or any portion all the way to a record folder using the Xythos Export tool which include records or documents, metadata including security and state for all records, and other required data. Users may export individual records, as well as a single XML file representing the metadata and optional objects.



Xythos is the records management partner of choice

If organizations need to:

- Simplify the Indexing and Records Declaration Process
- Manage content over its entire lifecycle in one application
- Instantly identify documents and emails for legal requirements and compliance with new eDiscovery rules
- Protect records against alteration, destruction or retention
- Enhance Productivity
- Maintain an audit trail

Consider Xythos.

Xythos Records Management is part of the Xythos Enterprise Document Management Suite. Find out more about how Xythos' secure document management and collaboration solutions empower organizations to reduce costs, achieve complete accountability, and improve content collaboration initiatives. Visit www.xythos.com for more information or call us toll-free at 1-888-4XYTHOS.



***For more information please call 1.888.4XYTHOS
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