

Top 10 reasons why government agencies need the EMC Documentum Records Management Solution

The EMC[®] Documentum[®] Records Management solution provides modular records management capabilities that allow government agencies to deploy as little or as much functionality as they need. If your government organization can relate to the following list, the EMC Documentum Records Management solution can help.

- 1 Paper-based processes are inefficient and susceptible to data loss.**
Documentum allows your organization to replace paper processes with a digital repository, which in turn allows for electronic recordkeeping.
- 2 Content volumes are growing uncontrollably, are expensive to manage, and pose potential risk.**
EMC Documentum Retention Policy Services enables your organization to create retention and disposition policies that help dispose of content that has expired or no longer has business value.
- 3 Your organization needs to implement a records schedule for all content types across the organization.**
EMC Captiva[®] and Retention Policy Services enable your organization to organize and automate the capture and classification of records to reduce the burden on end users.
- 4 Your organization needs to manage electronic and physical content with the same records schedule.**
With Retention Policy Services and EMC Documentum Physical Records Services, your organization can apply consistent and centralized recordkeeping controls across both electronic and physical records.
- 5 The risk of non-compliance is keeping your IT staff up at night.**
With the Documentum Records Management solution, organizations can automate retention and disposition to mitigate the risk of non-compliance.
- 6 Your organization needs to adapt its current file plan to fit with changing organizational requirements and the structure of IT systems.**
With Retention Policy Services, your organization can apply policies to any folder structure with or without end user knowledge. This capability allows administrators to manage policies, end users to manage their folders, and IT to rely on records administrators to run the holds and disposition that help enable storage management.
- 7 Your agency needs to access and manage content located in multiple repositories.**
With EMC Documentum Federated Records Services, your staff can control retention and disposition of documents in multiple locations from one central repository.
- 8 Your organization needs a cost-effective and non-intrusive solution to meet its record-keeping requirements.**
The modular approach of the Records Management solution enables your organization to use the components it needs to build the right solution. The EMC “pervasive not invasive” philosophy means your agency can automate records filing without changes to user behavior.
- 9 Your agency needs to manage new content types, such as audio and video files, in the same way as traditional documents.**
The Records Management solution works across all content types—including audio and video. If it can be put in a Documentum folder, it can be managed as a record.
- 10 Accessibility, accountability, and transparency are important mandates.**
The Records Management solution provides security, easy access, and a full audit trail on all records to meet your organizational needs and help document compliance with legislative and regulatory requirements.