

# Autonomy Records Manager

## Discover, manage and control information across the enterprise

Autonomy Records Manager helps harness and control the growing wealth of information within the organization, allowing more effective management of information to proactively drive corporate governance. Autonomy Records Manager provides a single point from which to access, discover, manage and control vital enterprise content, regardless of its location, language, format or status. Autonomy Records Manager's robust policy engine acts as an organization's policy authority, providing consistent and comprehensive management processes throughout the lifecycle of vital corporate information across enterprise content silos. By providing a central authority from which to manage vital information (records and non-records) within the enterprise, Autonomy Records Manager helps develop holistic records management processes that consolidate administrative responsibilities and streamline operational procedures.

## Federated Records Management

### Enterprise Wide Search

Autonomy Records Manager, which is U.S. DoD 5015.2 Version 3, Chapters 2, 3 and 4 certified, enables organizations to find, access and act upon content from across multiple disparate repositories, regardless of its location, format or record status. Autonomy takes an infrastructure independent approach with robust, native search capabilities that span over 400 repositories, including the Autonomy Records Manager repository, Autonomy Consolidated Archive, Microsoft SharePoint 2007, EMC Documentum, Symantec Enterprise Vault, Autonomy iManage, Opentext eDOCS file shares and others. Users can enter highly granular search criteria (including which repositories to search) and the results are unified and presented in a central user interface.

### "In Place" Management Of Content

Autonomy Records Manager provides the unique ability to manage content "in-place", eliminating the expensive and time consuming task of moving content to a centralized repository. Autonomy Records Manager acts as the policy authority for the enterprise and applies business policy and retention rules, including legal holds, to information assets "in place" in their repositories of creation to ensure consistency and increase efficiencies. When disposition is authorized, documents are destroyed in the repository in which they are located.

### Integrated Physical Records

Autonomy Records Manager manages both physical and electronic records in a consistent and integrated manner. This approach helps organizations manage, control and discover all records from a single interface and apply the same life cycle management, access rights and policies to all records regardless of media or form.

Features specific to physical records include:

- **Tracking** – As records move from place to place Autonomy Records Manager tracks their movements and updates status and location information. Barcode technology and radio frequency identification (RFID) integration facilitate the tracking of records.
- **Online Requests** – An on-line request feature that allows users to submit requests for Box or Folder delivery or pickup. Records staff receive email notifications of requests.
- **Storage vendor integration** – Autonomy Records Manager integrates with commercial storage vendors to streamline the process of submitting pickup and retrieval requests. If requested records are located offsite at a commercial warehouse, Autonomy Records Manager determines which vendor storage facility and electronically notifies the vendor of delivery or pickup requirements.
- **Warehouse space management** – The ability to manage storage facility space, space allocation and associated costs and billings generated from them
- **Label Generation** – Autonomy Records Manager provides the ability to generate barcode labels for physical records such as folders, boxes, file rooms, and shelves



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## Records Lifecycle Management

Autonomy Records Manager becomes the policy authority across the enterprise and helps organizations optimize the process of managing records from creation through destruction, allowing the organization to track each step of the lifecycle — from declaration, classification, retention and access, to reviews, auditing and disposition.

- *Generate the elements of the retention schedule, including file plan and rules creation for calculating review periods, file cutoff periods, archival, and final disposition (retire permanently, destroy, or transfer). Retention rules can be set using various triggers, such as last accessed dates.*
- *Enroll and schedule notifications for disposition approvals and vital records review*

## Transparency

Autonomy Records Manager increases productivity by enabling instantaneous access to critical information from a user's normal work environment — including email, document management and desktop applications — and further improves transparency via automated and semi-automated rules for record capture. This allows the organization to define and enforce policy without impacting the user experience.

- *Content declaration directly from within document management and email archiving systems for filing records. Documents and records are fully accessible from both Autonomy Records Manager and the repository of creation.*
- *Email system integrations include Microsoft Outlook, IBM Lotus Notes and Novell GroupWise. Outlook users can designate any Outlook folder as an auto-declaration folder and emails are automatically classified as records.*

## Litigation, Audit And FOIA Preparedness

Autonomy Records Manager helps transform eDiscovery tasks into repeatable processes that reduce costs and minimize business disruption. Through advanced retention management, federated search, discovery and hold functionality, Autonomy Records Manager helps take control of business information and face eDiscovery audit and information requests with confidence.

- *Enable enterprise-wide discovery, legal hold, review assignment, tagging, auditing, search and retention management of record and non-record content across the enterprise*
- *Automation via rules for ongoing search to identify, collect, (when not managed in place), declare and preserve via legal holds content generated in the past or in the future*
- *Export content records using multiple format options (i.e., EDRM XML, XML, PST, PDF/A etc.)*
- *Customizable, ad hoc reporting that allows you to be responsive and make informed decisions*
- *Federated search via soundex, synonymy, proximity, and fuzzy search*

## Additional Key Capabilities

- *Mobile users have the ability to declare emails as records from their BlackBerry devices*
- *A three-tier security model that provides access control, ethical walls, hierarchical classification levels, supplemental markings and database referential integrity checking*
- *Imaging capabilities that leverage your existing multi-function digital devices*
- *Enroll and schedule an unlimited number of notifications and actions (i.e., overdue notices and disposition approvals) with the ability to create custom defined scripted notifications*
- *Storage management support for HDS, HCAP, Decru Datafort and EMC Centera*
- *Customization and extensibility provided through a developer's toolkit*

## About Autonomy

Autonomy Corporation plc (LSE: AU. or AU.L), a global leader in infrastructure software for the enterprise, spearheads the Meaning Based Computing movement. IDC recently recognized Autonomy as having the largest market share and fastest growth in the worldwide search and discovery market. Autonomy's technology allows computers to harness the full richness of human information, forming a conceptual and contextual understanding of any piece of electronic data, including unstructured information, such as text, email, web pages, voice, or video. Autonomy's software powers the full spectrum of mission-critical enterprise applications including pan-enterprise search, customer interaction solutions, information governance, end-to-end eDiscovery, records management, archiving, business process management, web content management, web optimization, rich media management and video and audio analysis.

Autonomy's customer base is comprised of more than 20,000 global companies, law firms and federal agencies including: AOL, BAE Systems, BBC, Bloomberg, Boeing, Citigroup, Coca Cola, Daimler AG, Deutsche Bank, DLA Piper, Ericsson, FedEx, Ford, GlaxoSmithKline, Lloyds Banking Group, NASA, Nestlé, the New York Stock Exchange, Reuters, Shell, Tesco, T-Mobile, the U.S. Department of Energy, the U.S. Department of Homeland Security and the U.S. Securities and Exchange Commission. More than 400 companies OEM Autonomy technology, including Symantec, Citrix, HP, Novell, Oracle, Sybase and TIBCO. The company has offices worldwide. Please visit [www.autonomy.com](http://www.autonomy.com) to find out more.

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