Autonomy Records Manager

Highlights

- Understand data from over 1,000 file types, 400 repositories, and over 150 languages
- Tailored solution for enterprise, government and legal markets
- Flexible deployment in the cloud, on-premise, and a hybrid approach
- Ensure compliance with business, legal, and regulatory requirements
- Advanced analytics and visualization tools provide automatic categorization and contextual insight
- Automated taxonomy generation
- Semi-automatic and automatic declaration with "click to file," rules, and enterprise data capture
- Global certifications include US DoD5015.02 (Chapters 2, 3, and 4), UK TNA, and VERS

Increase the value of your business information

As a records professional, you know that information and records power nearly everything you do, from making strategic decisions, to developing new products, to executing marketing campaigns. When information is managed well, you can generate revenue and remain competitive and compliant. This task becomes more difficult with the explosion of ESI and the need to manage information according to a growing set of laws and regulations. For this reason, relying on individuals to manually classify information is no longer feasible. It is also extremely difficult to monitor the multiple information channels that exist today given the expanded use of mobile devices, cloud computing, and social media. To keep pace, your business needs a way to streamline and automate information governance and records processes according to defined policies and rules.

A key to solid records management practices involves understanding and identifying the information that flows through your organization. Without the ability to understand what information exists, you cannot effectively manage or leverage the information. With Autonomy Records Manager, powered by Autonomy IDOL (Intelligent Data Operating Layer), you can automate the process of understanding the content and context of data at a level that lets you use information to increase revenues, innovate, and compete.

Autonomy Records Manager software can help you address the full spectrum of records management requirements. You can reduce your risk of noncompliance with legislative and regulatory requirements and increase security, data integrity, productivity, and accountability. Autonomy Records Manager incorporates decades of information management expertise into a comprehensive, out-of-the-box software solution that delivers document and records management, email management, Web content management, imaging, workflow, and document-centric collaboration to organizations around the world.

Meet compliance requirements for all your records and information

With Autonomy's Intelligent Data Operating Layer (IDOL) at its core, Autonomy Records Manager enables you to understand concepts and patterns in all forms of data. We allow you to apply automatic classification, retention, and disposition to information across the widest range of information sources, formats, and languages. Unique to any other solution, we enable you to manager over 1,000 file types, in over 400 repositories, in more than 150 languages. Our over 400 pre-built connectors help you put disparate content sources, repositories, and legacy systems at your fingertips. Rather than using technology that is tied to a single file or data format, you have the flexibility to connect to 100 percent of your information, including voice and video content. Users can also search across all information silos using out-of-the-box integration to sources such as WorkSite, Documentum, SharePoint, Exchange, Lotus Notes, RDBMS, file servers, and more.

Autonomy Records Manager provides the most comprehensive records management solution available today, allowing you to govern physical and digital records, video, audio, social media, structured application data, and website content.

With IDOL, you can perform sophisticated analysis on business content to automate operations or gain more insight that can make a difference today. Our modules are tailored specifically for the enterprise, government, and legal markets, and include capabilities that can help you meet your most daunting compliance and governance demands.

Ensure total access and control

Autonomy Records Manager enables you to find, access, and act on content across multiple, disparate repositories regardless of location, format, or record status.

Controlling information and records is easier when you can apply rules and policies automatically. Automation eliminates manual recordkeeping steps and increase accuracy. Autonomy Records Manager's robust policy engine acts as the organization's policy authority, providing consistent lifecycle management across content silos. Used as a central authority for managing vital information, Autonomy Records Manager helps develop holistic records management processes that consolidate administrative responsibilities, streamline operational procedures and increase defensibility of processes.

Manage records where they reside

Taking a unique and independent approach, Autonomy breaks away from traditional industry practices that require duplication or movement of data. Recognizing the need for a more flexible and holistic approach, Autonomy Records Manager provides the ability to manage and govern content "in-place", eliminating the expensive and time consuming task of moving content to a centralized repository.

"The exponential growth of information prompted us to depart from legacy, piecemeal approaches to content management and embrace Autonomy's pan-enterprise platform as the solution capable of meeting SWIFT's requirements to provide both employees and customers with a first-class user experience."

Etienne Castiaux, Head of Information Applications, SWIFT, November, 2009 Intelligent Automation

Increase productivity by working in your familiar environment

Autonomy Records Manager increases productivity by allowing you to access critical information from your normal work environment, including email, document management and desktop applications. And we can further improve transparency with automated and semi-automated processes for record capture. This allows you to define and enforce policy without impacting the user experience. Through the power of IDOL, Autonomy Records Manager automates real-time policy management of all information, structured and unstructured, for total information control of organizational content to meet the most difficult regulatory, legal and business requirements.

Unlike traditional records management solutions, Autonomy Records Manager automates information governance and the retention and disposition of records by understanding the meaning of all information across an enterprise regardless of data type, language or repository. Autonomy Records Manager can automatically create

taxonomies, file plans, or categories based on a corpus of data; import an existing taxonomy; or allow users to train the records categories or file plan. IDOL can automatically identify content that should be managed and classified as records across all repositories in your organization. Enterprise Data Capture not only solves the task of identifying records in legacy repositories, but also automatically categorizes new content, eliminating the need to train users on manual management processes. Through duplicate and near duplicate identification, you also reduce storage costs.

Once records are identified, Autonomy Records Manger applies the most appropriate retention policy based on business value, regulatory requirement, relevance to a legal matter, or a combination of these criteria. Policies can be defined, monitored, and enforced on a global basis to comply with country and jurisdictional-specific variants in retention policy, privacy laws, and legal citations while supporting global certifications such as DoD 5015.02, TNA 2002, and VERS, with adherence to guidelines such as ISO15489.

Automation that fits the way you work

Autonomy Records Manager lets you automate retention and disposition tasks at the level that is right for your organization. For instance, you may require less automation if you are in a heavily regulated sector such as government. Using flexible capabilities, you can take a policy-based approach to fine-tune the right level of automation for declaring and categorizing records, and defining retention periods. These tasks can also be driven by the users, where appropriate.

Manage records in the cloud

Cloud computing can be a cost-effective alternative to storing massive volumes in on-premise systems, however, this flexible deployment option does not negate the obligation to properly retain, preserve, and dispose of information according to legal, regulatory, and business requirements. To ensure that your cloud-based records are protected, Autonomy provides the world's largest private cloud with more than 50 petabytes of data under management, and the security and privacy you need to govern information with confidence. Records are hosted in the world's most state-of-the-art, high-security data centers. The data and eDiscovery centers are Safe Harbor-certified, span both the globe, and are Statement of Accounting Standard number 70 (SAS70) compliant.

Our cloud services allow you to maintain a hybrid deployment for a combination of cloud and on-premise information, allocating data to each environment based on policies and company strategy. This can also enable you to transition to the cloud in small stages. For instance, you could accommodate email over six months old in the cloud, and keep new types of application data, like SharePoint, on premise.

"By 2020 more than a third of the Digital Universe will either live in or pass through the cloud"

IDC, May 2010

Scalability and reliability

Reliability and scalability are critical factors when you are managing and governing massive volumes of data, especially across globally distributed workforces. Autonomy solutions offer you petabyte scalability that is currently used to power organizations with tens of millions of files, emails, documents, and records. Our proven multi-tier architecture based on IDOL provides a Meaning Based Governance platform that allows you to expand from a single office to the largest global organization. The scalability and flexibility of the IDOL platform lets you centralize your deployment while supporting an array of users across multiple time zones.

Integrated physical records

Managing physical and electronic records requires a consistent, integrated approach. With Autonomy Records Manager, you can manage, control, and discover all records using a single interface. We also enable you to apply the same life cycle management, access rights, and policies to all records regardless of media or form.

Physical records management features

- **Tracking** – Track the movement or records, status updates, and location information using barcode technology and radio frequency identification (RFID) integration.
- **Online requests** – Submit requests for box or folder delivery or pickup.
- **Storage vendor integration** – Integrate with commercial storage vendors to streamline the submission of pickup and retrieval requests.
- **Warehouse space management** – Manage storage facility space, space allocation and associated costs, billings, and charge-backs.
- **Label generation** – Generate barcode labels for physical records such as folders, boxes, file rooms, and shelves.

Built for enterprise, government, and legal organizations

Robust, advanced records management functionality helps you keep up with operational demands, increased litigation, and the never-ending stream of new technology and content sources. We have the expertise and knowledge to assist you in meeting these challenges by implementing best practices within your business. We tailor our offerings around three specific areas:

- **Enterprise** – With our federated capabilities enable you to take a manage-in-place approach. You can automatically manage hundreds of data sources, including electronic and physical records. Advanced automation for taxonomy creation, declaration, and classification helps you take the burden off users to perform records management tasks as well as the workload of records management professionals.
- **Government** – Building on our enterprise solution, this module provides support for real-time data delivery, FOIA processing, and enhanced military-grade security. Autonomy is an early adopter of international standards and is certified against the US DoD 5015.02 (Ch. 2, 3, 4), UK TNA, and VERS.

- **Legal** – To meet the unique requirements of the law firm, Autonomy provides dual hierarchy file plans for managing both client and firm records. You also benefit from mobility support, ethical wall security, and federation across all data sources, including robust physical records management, manage-in-place, and case management capabilities.

Meaning Based Governance

Autonomy delivers a seamlessly connected platform for understanding and processing all digital information. With IDOL as the backbone of all Autonomy's Protect solutions, including Autonomy Records Manager, you gain the power of IDOL to understand the meaning of all enterprise information, regardless of language or format. More than 20,000 organizations benefit from the probabilistic modeling and advanced pattern-matching capabilities of IDOL to form a conceptual and contextual understanding of all information and maintain an unprecedented level of compliance with legal and regulatory requirements.

As a key solution in Autonomy's Protect product line, Autonomy Records Manager fulfills a critical role in delivering Meaning Based Governance to enterprises, government agencies, and law firms. The solution works transparently with our comprehensive set of information governance modules, including Autonomy eDiscovery solutions (Early Case Assessment and Legal Hold), ControlPoint, WorkSite, Consolidated Archive, and Supervisor.

When coupled with Autonomy ControlPoint, Autonomy Records Manager enables you to apply policy controls to manage non-records, and leverages our unique governance dashboard for complete control and visibility across all enterprise content.

You can also chain together the Autonomy solutions that meet your needs and circumvent the problems that plague traditional pieced together approaches. Our end-to-end solution allows you to take a proactive and holistic approach to managing and controlling information so you can increase your efficiency, reduce costs, and remain agile.

Primary benefits of Autonomy Records Manager

- A single, enterprise platform for Records Management and Enterprise Search
- Unique analytical capabilities that let you understand what is contained in information and apply policies and processes automatically
- Ability to access, manage, and process over 1,000 data types, including audio and video through pre-packaged, intelligent connectors
- Leverage existing infrastructure and expertise because Autonomy solutions overlays current systems
- Bypass the need to copy or transfer data from existing locations with Manage-in-Place
- A consolidated, enterprise-wide index provides conceptual and keyword search
- Automatic classification and clustering creates and extends records management file plans and taxonomies
- Simple implementation and execution of retention and disposition schedules
- Integrated electronic and physical records management, including warehouse management, barcoding, and RFID
- Secure lock down ensures data is not deleted during retention or while subject to legal hold
- Seamless connectivity with on-site and hosted email messaging and content archives
- Seamless integration with desktop applications gives users auto-suggestion of content categorization
- Military-grade security and certification to US DoD 5015.2, UK TNA2002, Australia's VERS, and ISO 15489

About Autonomy

Autonomy, an HP Company, is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, and more. Autonomy's powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a unique tool for companies seeking to get the most out of their data. Autonomy's product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit **autonomy.com** to find out more.

About HP

HP creates new possibilities for technology to have a meaningful impact on people, businesses, governments and society. The world's largest technology company, HP brings together a portfolio that spans printing, personal computing, software, services and IT infrastructure to solve customer problems.

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