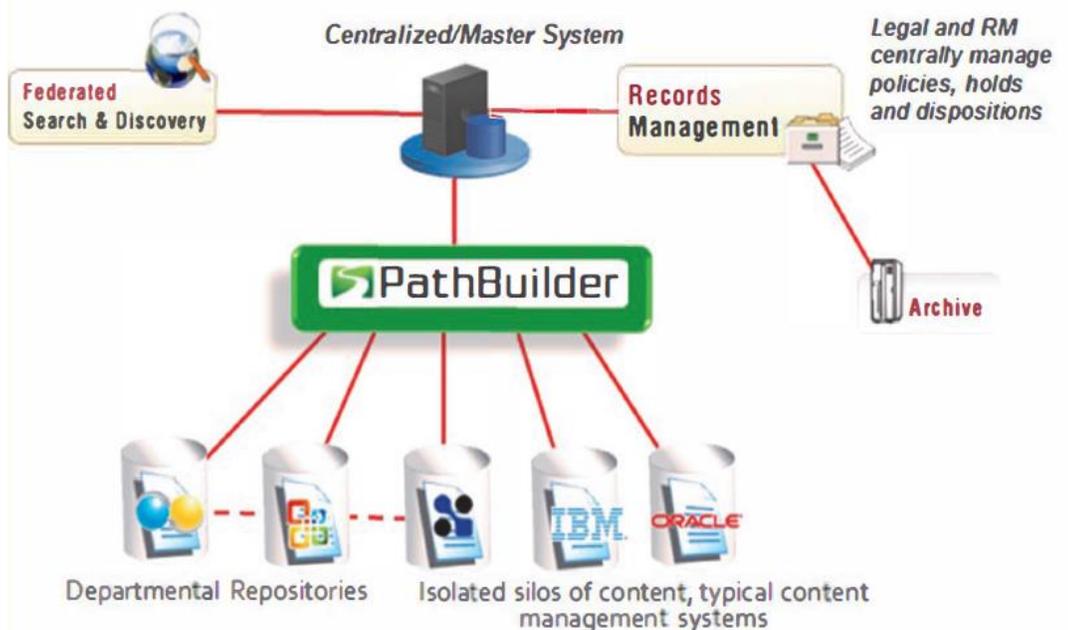


Product Overview

- Works with most ECM systems
- System Agnostic
- Maintains content in its native repository
- Federation of records
- Integration between repositories
- Replication and consolidation of data
- Migration between multiple repositories
- Lowers cost of ownership
- Maximizes IT investment
- Secure Migration
- Regulatory Compliant

Federated Records Management

Federated Records Management (FRM) leaves records in their native repository, but manages them from a centralized records system. Records do not need to be physically moved to the records system, but by putting retention rules in place, virtual copies are created and the records can be monitored, controlled and maintained within a master repository. In addition to control over structured and unstructured content, FRM provides an organization with the ability to perform additional key business functions such as electronic discovery, federated search and retrieval, uniform policy management, records management, and policy management.



Xybion's PathBuilder is system agnostic middleware designed to federate, integrate, replicate and migrate structured and unstructured data housed in disparate repositories. PathBuilder acts as an intelligent router, facilitating federated records management, allowing data to remain active in its native repository, but applying the organization's document retention rules to control content and maintain notifications of the activities in a master records management

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Federated Records Management

Recent studies estimate that 80 percent of business is conducted using unstructured information such as email, documents, spreadsheets, drawings and other sources. The amount of this type of data is doubling every three months. To accommodate the expansion in type and quantity of content, many different applications and content repositories have been implemented. Examples include Enterprise Content Management (ECM), E-Mail, Document Imaging, Quality Systems, CAD, Web Content Management and others. It has been estimated that a typical enterprise has at least three content repositories and 40% have six or more repositories.

Multiple, isolated content repositories present a variety of challenges to a records management strategy

- Increased risk of non-compliance through inconsistent application of records management policies
- Accidental loss or destruction of key information
- Inability to locate or hold relevant records

PathBuilder is a valuable tool in implementing records management policies and procedures.

Declare and classify

PathBuilder allows records in remote repositories need to be declared and classified automatically. By monitoring documents for a change in content status or when new content is added to the folder, PathBuilder uses the organization's business rules logic to record the status change when the user enters the document regardless of the location of the document.

Record Consolidation and Migration

Should an organization want to retire, consolidate or secure data, PathBuilder can move records to a central repository via a preconfigured business rule. PathBuilder can move content multi-directional, between multiple repositories.

Discovery

PathBuilder creates references (shortcuts) in the central repository which can be indexed by the repository's search engine to locate all related records.

Holds

Occasionally records need to be placed on hold to suspend normal disposition or to prevent modification or deletion. When a hold is initiated against a document, PathBuilder locks the document in its native repository and can release the content when the hold is removed.

Disposition

Retaining records past their legally required retention period (assuming no holds or suspensions are in place) creates an unnecessary liability. When records management policies and retention schedules indicate it is time to dispose content from remote repositories, PathBuilder directs the record to the appropriate process.

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