

**DB2** Information Management Software



**Accounting for your digital assets with  
IBM DB2 Records Manager.**

## ***Standards-based support for regulatory compliance***



### **Managing your enterprisewide information resources**

Not surprisingly, the volumes of electronic and paper-based records your business generates each day can be staggering. Your challenge is to track all of the e-mails, invoices and other documentation dispersed throughout your network, so you can access them when needed and dispose of them when it's time. Government regulations as well as industry and legal standards require this. And good corporate accountability demands it.

IBM helps you meet these challenges head-on with IBM DB2 Records Manager, a tool that manages enterprise e-records throughout their lifecycle, from creation to disposition. DB2 Records Manager provides an audit trail for your securely managed records should you need to provide evidence of proper business operations as well as recordkeeping.

### **Helping you demonstrate corporate accountability**

With DB2 Records Manager, an administrator can securely maintain and oversee all corporate records in accordance with corporate recordkeeping policies and procedures—which are used to demonstrate your adherence to corporate accountability standards. Using the application's flexible, patent-pending Recordkeeping Methods Modeling feature, the administrator can easily configure the proper file plan and classification scheme, assign retention rules, conduct global updates, define and implement access control, and design and generate statistical, operational and maintenance reports for audit purposes.

DB2 Records Manager can declare and classify documents as e-records manually or in an automatic classification mode, which leverages a meta data rules-based methodology. Granular controls are applied to records to ensure proper deletion upon expiration, or to preserve items that must be retained indefinitely.

### **Embedding into your business applications**

DB2 Records Manager capabilities can be seamlessly embedded through application programming interfaces into an array of business applications. Through the DB2 Records Manager engine, you can declare and classify documents, or any data type, as e-records directly from within the host application—and from a familiar interface. The actual records remain in the host repository, while record security and privileges are now under the control of DB2 Records Manager.

DB2 Records Manager also embeds within IBM DB2 Content Manager, leveraging the robust functionality of an enterprise content management system. Through the DB2 Records Manager engine design, you can consistently apply formal records retention and disposition schedules enterprisewide.

### **Serving a range of industries**

While all companies need to demonstrate corporate accountability by tracking their information, there are certain industries that have a particularly high—and immediate—demand for e-records management software:

- *Financial services: Regulatory authorities such as the U.S. Securities and Exchange Commission impose stringent requirements for recordkeeping, including e-mail and proper audit trails (SEC rule 17a-4).*
- *Energy: The oil, gas and electric industries face a multitude of mandates and regulations from the Federal Energy Regulatory Commission, U.S. Nuclear Regulatory Commission, U.S. Environmental Protection Agency and more.*
- *Manufacturing: Process and discrete manufacturing must keep tabs on everything from research and development proceedings to hazardous materials, everyday operations and transactions as required by the U.S. Occupational Safety & Health Administration, related to hazardous materials, worker safety, environmental protection laws and more.*

- *Healthcare and insurance: These industries must protect private patient information, per the Health Insurance Portability and Accountability Act.*
- *Government: The U.S. Department of Defense (DoD) established the DoD 5015.2 criterion to define acceptable controls over e-records for itself and certain U.S. military branches. Other standards are emerging, however DoD 5015 is becoming the de facto industry standard for other government agencies and some commercial organizations as well.*

To help businesses increase information asset integrity, DB2 Records Manager features:

- *An e-records server that enables you to implement retention rules across multiple information targets*
- *A feature-rich records administrator Web client for configuring your corporate file plan*
- *Core records management capabilities, including Declare, Classify, Lifecycle Management and Physical Records Management*
- *Administrative controls to suspend scheduled destruction of records, per directives*
- *Reporting capabilities to demonstrate how corporate records plans are being applied for authorities and auditors alike.*

### **Supporting key standards**

DB2 Records Manager—alone and with DB2 Content Manager—is certified for compliance with the DoD 5015.2 STD. IBM will meet other standards as the markets dictate.

Backed by IBM's global support and services organizations, DB2 Records Manager provides scalable e-records technology to serve your enterprisewide needs now and well into the future. With DB2 Records Manager, you can leverage your existing application investments and help your organization reach a higher level of accountability.



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