

IBM DB2 Records Manager

Highlights

- ***Provides a zero footprint installation—no software to install on workstations***
- ***Supports multiple applications to e-records enable any number of business applications***
- ***Preserves business records locations for e-records.***

A new approach to e-records

For many organizations, determining what information to discard and when to dispose of it is a daunting task. IBM DB2® Records Manager can help meet these challenges by extending electronic recordkeeping capabilities to your current business application software. DB2 Records Manager is a tool for applying formal records management policies and practices to electronic and non-electronic documents. When used within a context of clear and consistent corporate policy, DB2 Records Manager can offer a number of benefits:

- *Reduced litigation risk through structured document destruction*
- *Reduced operational and litigation discovery costs*
- *Demonstrate compliance with regulations that affect your business*
- *Enhanced decision-making through access to timely and relevant business information.*

DB2 Records Manager provides the underlying recordkeeping infrastructure on a remote dedicated server. The Declare and Classify processes are embedded into the business software's user interface to enable the host application:

Declare. Business software users can declare a document to be a corporate record, whereupon full lifecycle management will be applied to it.

Classify. DB2 Records Manager assigns the appropriate retention and disposition rules to the declared record.

Lifecycle management. DB2 Records Manager destroys and transfers declared documents within a business application, applying a formal retention and disposition schedule.



DB2 Records Manager cost-effectively supports corporate accountability measures.

Simplifying e-records lifecycle management

DB2 Records Manager applies control to declared records within the applications and does not attempt to duplicate any application functionality. Declared records are maintained within the application's repository, not removed from it. There is no technology overlap with business applications, such as content searching or document viewing. DB2 Records Manager acts as a decision engine that lets the business application do its job, without interfering with daily business processes.

Utilizing DB2 Records Manager

To bring e-records management to the enterprise, DB2 Records Manager leverages four key components:

Engine. DB2 Records Manager is a true Web server process that runs on a network server attached to your corporate intranet or the Internet. It implements and manages the official corporate file plan—the foundation of any structured recordkeeping environment—the official retention and disposition rules, and related recordkeeping processes. It uses a database to store meta data on declared records from the various business applications and the supporting records infrastructure data.

API. The application programming interface (API) lets you embed the e-records process into business software and add the Declare, Classify and Lifecycle Management functions. SOAP/COM+ compliant, all engine functions are accessible using the API.

Records Administration Client (RAC).

Corporate records managers can use this fully customizable and extensible Web-based application to conduct daily records administration. They enter the retention and disposition rules, apply security, define audit trails and perform accession operations, over the intranet or the Internet.

Report Designer. DB2 Records Manager contains a full-function, WYSIWYG Report Designer. Corporate records managers can use drag-and-drop techniques to design sophisticated, fully formatted reports. Once designed, the report templates are saved for later re-use within RAC.

Customizing file plans for reliable results

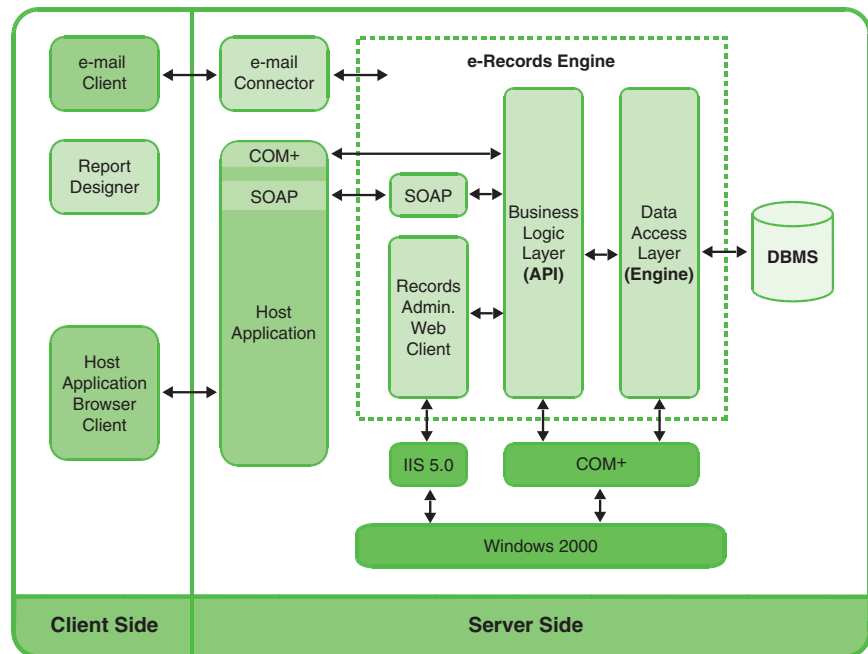
The file plan is the critical foundation of any structured recordkeeping environment. With the sophisticated Recordkeeping Methods Modeling (RMM) of DB2 Records Manager, you can easily implement and modify most file plans to suit your business. You can:

- *Design a hierarchical file plan, define different user views and establish relationships between records objects*
- *Use Quick-Start pre-configured common file plans*
- *Assign permissions to any file plan component, including users, groups and roles*
- *Access multiple customized file plan views*
- *Adapt all fields and profiles to local terminology and language (localization)*
- *Link to external work progress activities on create/edit of any record object*
- *Import/export file plan templates*
- *Configure audit trails.*

Applying advanced lifecycle management

DB2 Records Manager has been designed to handle even the most unique recordkeeping requirements with advanced lifecycle management features, such as:

- *Lifecycle Designer to define different lifecycles for various types of records; unlimited lifecycle phases and phase transition parameters, interphase transfer*
- *Time, event and event/time disposition modes with cutoff*
- *Disposal authorities*
- *Vital records tracking*
- *Definable records business rules (macros)*
- *Rules-based automatic classification*
- *Global update, multi-record operations*
- *Federated records meta data review, querying and reporting*
- *Advanced security schema for access control policies, user roles, access control lists and permission profiling*
- *U.S. DoD 5015.2 June 2002 certification*
- *Suspend (legal hold) records from destruction*
- *Comprehensive activity logging, audit trails*
- *Non-recoverable records destruction with supporting audit trail.*



DB2 Records Manager features an e-records engine, e-mail Connector and Report Designer to bring electronic recordkeeping capabilities to the enterprise.

Leveraging advanced technology for tailored solutions

DB2 Records Manager runs on Microsoft® Windows® 2000/Advanced Server with IIS and ASP services. It is designed with the latest technology for high performance, scalability and interoperability with business application software. Key features include:

- *COM+/SOAP API*
- *Export/import meta data and statistics in XML format*
- *Scalable n-tier architecture*
- *Stateless operation for robust scalability*
- *Supports IBM DB2 Universal Database™, as well as databases from Microsoft and Oracle.*

Managing physical records

DB2 Records Manager lets you track and manage your physical records through a suite of advanced tracking capabilities, such as:

- *Records center operations for reservations, charge in/out physical records, put-away, migrate*
- *Create/track folders*
- *Create/track boxes and other forms of containers*
- *Design and print customized printed labels*
- *Use barcodes to track all physical records.*

Creating customized reports with Report Designer

DB2 Records Manager includes a powerful built-in report designer that lets you create the statistical and administrative reports needed for managing electronic and physical records. Features include:

- *Advanced WYSIWYG designer module*
- *Run-time reports available to any user*
- *Security-sensitive report results*
- *PDF/HTML/XML output format*
- *Beginner report wizard*
- *TOC/bookmarks*
- *Preview mode*
- *Hyperlinking*

The IBM advantage

IBM offers numerous advantages over traditional records management applications, such as:

Leverages Web technology. DB2 Records Manager is a Web-based server technology that supports Internet or client/server applications, without installing software on user workstations. In addition, there is no redundant technology with the business application or a competing repository.

Scalable architecture. Designed to scale up for large numbers of users.

Security. Maintaining the declared records in the business application repository means the security environment of the application is fully preserved.

Flexibility. The IBM RMM ensures that any unique recordkeeping practices or conventions can be applied to your physical and electronic records.

Cost-effective. With a single instance of DB2 Records Manager, records-enable multiple business applications.

When used within a context of clear and consistent corporate policy, DB2 Records Manager is a powerful and innovative tool for applying formal records management policies and practices to electronic and non-electronic documents alike. Properly applied, this powerful tool can help you reduce your legal risk through structured document destruction.

For more information

Please contact your IBM marketing representative, an IBM business partner or call 1-800 IBM CALL (1-800-426-2255) within the US. Also visit our Web site: ibm.com/software/data/cm/cmgr/rm



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