

CA Records Manager

CA RECORDS MANAGER HELPS YOU CONTROL AND MANAGE PHYSICAL, ELECTRONIC AND EMAIL RECORDS ACROSS THE ENTERPRISE FOR PROACTIVE COMPLIANCE WITH REGULATORY, LEGISLATIVE AND BUSINESS OBLIGATIONS FOR INFORMATION GOVERNANCE. BY AUTOMATING RECORDKEEPING PROCESSES, YOU CAN SAVE TIME, MONEY AND EMPOWER USERS WITH FASTER ACCESS TO THE RIGHT INFORMATION WHEN IT IS NEEDED MOST. CA RECORDS MANAGER HAS BEEN TESTED AND CERTIFIED ACCORDING TO THE U.S. DEPARTMENT OF DEFENSE 5015.2 STANDARD (CH. 2 & 4) FOR RECORDS MANAGEMENT APPLICATIONS.

Overview

Records management continues to be a formidable business challenge. Enterprise content is expanding past capacity and corporate governance and compliance violations are making headlines. This presents a call to action for organizations to proactively enforce records and retention policies to mitigate risk while improving efficiencies, reducing costs and improving business agility.

CA Records Manager integrates all physical, electronic and email records regardless of type, source or location into a single, virtual and scalable enterprise-wide system.

Benefits

CA Records Manager can help you maximize efficiency and reduce costs while effectively managing the growing volumes of information in your organization.

Benefits include integrated management of all physical, electronic and email records; reduced administrative redundancy; records life cycle management; convenient and automated records declaration and the ability to manage the controls for distributed corporate content via Federated RM to provide a comprehensive compliance solution that facilitates knowledge sharing.

CA Advantage

CA Records Manager is part of the CA Information Governance solution which helps you reduce risk by performing proactive continuous compliance through the protection of information assets while preparing you for the reactive processes of audit and discovery.

The Solution includes life cycle services and education to ensure alignment between IT and business goals, decrease time to value, improve staff productivity and maximize the return on your software investment by leveraging your IT infrastructure not replacing it.

Implement a Comprehensive Records Management Strategy with CA Records Manager

The flood of information entering organizations today comes in a myriad of formats: on paper, in digital files, in instant messages and in emails and their attachments. Adding complexity to how this information should be managed are legal mandates and corporate governance requirements that make having a reliable, comprehensive records management strategy a must. Ignoring these requirements can put your business at risk of legal liabilities, potential financial penalties and loss of productivity.

CA Records Manager (formerly MDY FileSurf) is a world-class records management application that controls and manages physical, electronic and email records while reducing end user burden and administrative overhead. CA Records Manager provides comprehensive life cycle management of your vital corporate knowledge assets, from creation through destruction, across enterprise content 'silos'. Through Federated RM, you can centrally manage business policies, retention, search, discovery, legal hold and security of vital information dispersed enterprise-wide. CA Records Manager allows you to effectively govern, manage and secure information with the intent of positively impacting returns and competitiveness.

CA Records Manager Key Capabilities

A comprehensive records management solution, CA Records Manager helps you manage, control and discover information across the enterprise, regardless of where it resides, to ensure you can respond effectively, not reactively, when information is requested.

Key capabilities of CA Records Manager include:

- Consistent controls on all physical and electronic records independent of media or form under a single enterprise file plan
- U.S. DOD 5015.2 certified under both Chapters 2 and 4
- Assists organizations in complying with various regulatory and legislative demands such as SEC 17 A, NASD 3010, HIPAA, Sarbanes-Oxley Act, FDA 21 CFR 11, the Patriot Act and integration with the Specially Designated Nationals (SDN) List
- Federated RM to manage disparate repositories providing powerful search, discovery and legal hold functionality
- Integration with leading Document Management Systems (DMS), email, imaging, archive and storage vendors
- A Life Cycle Policy Engine for flexible time and event based scheduling
- Robust email management including automated rules and integration with mobile devices such as Blackberry and Treo
- Seamless integrations with Microsoft Office Suite, Microsoft Windows Explorer and email integration to enable declaration of emails directly from Microsoft Outlook Interface, IBM Lotus Notes Interface, or Novell GroupWise Interface and store email directly into the CA Records Manager repository

- Enhanced security features including: Three-tier security model, access control, ethical walls, hierarchical security model for classification levels, supplemental markings and database referential integrity
- Conflict avoidance and new business intake solutions
- Warehouse space management
- Imaging capabilities leveraging your existing digital Multi Function Devices
- Storage management support for HDS, HCAP and EMC Centera
- Records consulting and implementation services

Additional CA Records Manager Offerings

CA Records Manager includes several additional options which address the different challenges of managing records and information to provide enhanced performance and functionality. These include:

- Physical Space Management
- Conflicts Manager
- SDN Search
- Mobility
- Barcode Technology
- RFID Integration
- Third Party Storage Integrations
- Accounting System Integration
- Case Management System Integrations
- Developer's Toolkit

Effectively Manage Distributed Information with Federated RM

Many organizations today are in need of the right solution to effectively manage silos of organizational content made up of repositories of files, emails, images and physical records created by disparate applications across the enterprise. CA Records Manager addresses the need to reign in your information with Federated RM. The Federated RM architecture provides a centralized management console for business policies, retention, search, discovery, legal hold and security of vital information dispersed across the enterprise.

Federated RM simplifies the challenge of meeting compliance management guidelines by enabling you to manage information according to your unique requirements and obligations. In many cases, the way you need to organize your information is not straightforward. Sometimes departmental needs do not align with corporate goals. Or you may have specialized requirements, migration costs and user retraining issues that makes it imprudent to replace a system.

Simplifying the Challenge of Compliance Management

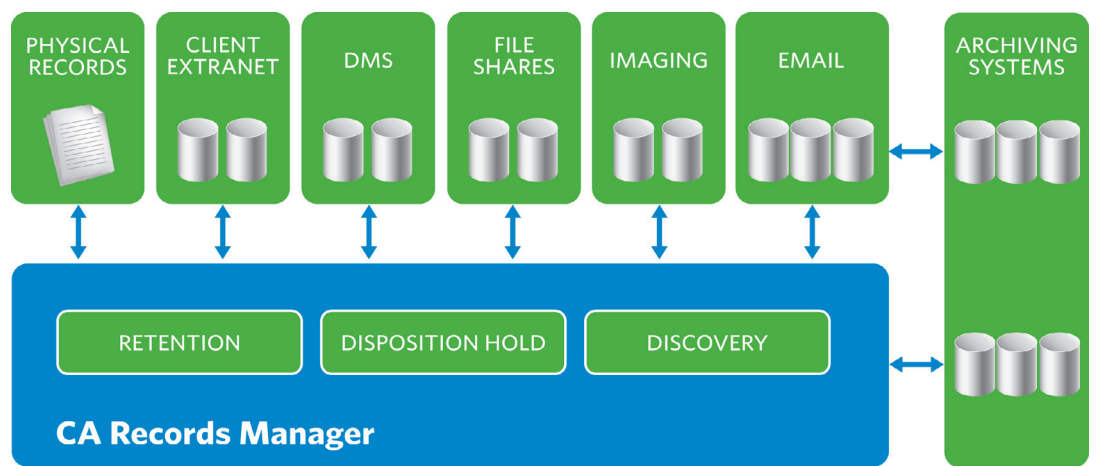
CA Records Manager helps you harness your wealth of corporate knowledge, effectively manage your vital information and enable information and corporate governance by managing disparate repositories and the records they create “in-place” or within the CA Records Manager repository depending on your requirements. Leaving content in its native repository allows you to leverage existing technology, infrastructure and enterprise compliance framework without replacing or diminishing prior investments. Essentially, by utilizing Federated RM, you have a single pane of glass through which to view vital enterprise content regardless of the repository.

CA Records Manager eliminates the complexity by centrally managing your records policies for all distributed content throughout the enterprise to facilitate consistent management, search and discovery processing no matter where content is stored.

FIGURE A

Managing information across multiple repositories is critical to the enterprise and compliance efforts.

FEDERATED RM COMPLIANCE ARCHITECTURE FOUNDATION



Implementing a Solid Records Management Strategy with CA Records Manager

CA Records Manager provides a complete solution for maximizing efficiency and cost reduction while effectively dealing with the sheer volume of information in your organization. Valued by records managers and users, CA Records Manager helps you track and manage end-to-end record keeping activities.

CA Records Manager offers numerous benefits to help you implement a solid records management strategy in your organization. The benefits include:

INTEGRATED MANAGEMENT OF PHYSICAL AND ELECTRONIC RECORDS You can unify all records in an integrated manner under one file plan in a virtual repository while managing records in-place in their repository of origin.

REDUCED ADMINISTRATIVE REDUNDANCY A holistic records management approach significantly eliminates administrative redundancy and streamlines operational procedures.

RECORDS LIFE CYCLE MANAGEMENT Manage records from creation through destruction while optimizing the entire process of declaration/classification, retention, record access, holds, audit, archiving and disposition.

EASY CREATION OF MASTER FILE PLAN Create and configure a master, enterprise-scale, file plan based on your unique needs. The file plan created is completely scalable to accommodate virtually any file hierarchy, number of users and volume of records.

CONVENIENT RECORDS CAPTURE Ensure the convenient capture of records via tight integration with common office applications such as MS Office, Outlook, IBM Lotus Notes, Novell GroupWise, DM and ECM systems, intranet and extranet portals, imaging solutions, archive, storage and other information management systems.

FEDERATED RM Effectively manage 'silos' of corporate content created by and stored in disparate applications across the enterprise. Federated RM provides a comprehensive compliance solution aligned with corporate goals of consistency, centralized management, risk mitigation and faster authorized access to information by users.

SOLID PRESERVATION OF RECORD AUTHENTICITY Benefit from innovative and effective ways to capture and manage records to ensure their authenticity to meet critical regulatory and legal obligations. Whether in the secure CA Records repository or one of the managed repositories across the enterprise, all records are preserved in their original format with extensive audit trails to track records access and authenticity.

ROBUST CONTROLS AND AUDIT CAPABILITIES TO FACILITATE INFORMATION GOVERNANCE An extensive server-based policy engine handles retention scheduling by time/event to ensure records are managed and retained according to plan. Disposition holds secure records associated with litigation or regulatory/administrative investigations to override any scheduled disposition or destruction. Powerful and flexible monitoring and reporting functionality provides complete audit trails and total, real-time visibility of records.

INSTANTANEOUS ACCESS TO RECORDS CA Records Manager provides fast, easy full text searching within content or record profile information to enable you to locate and retrieve the right information quickly. Enabling instantaneous access to records supports increased productivity and job performance.

EASE OF USE Intuitive, user-friendly interfaces are provided in the context of the user's work environment via the Web and desktop applications such as Microsoft Explorer and Microsoft Outlook. Your users adopt the process quickly and easily, supporting your goals for records management policies, procedures and best practices.

RETURN ON INVESTMENT CA Records Manager increases ROI through improved staff productivity, reduced physical storage requirements and faster information retrieval while maximizing existing technology investments. Boost your return further with features to enable mobile workers, conflicts screening, eDiscovery production and legal holds application at a moment's notice. You can also benefit through seamless integration with the full family of CA Information Governance products.

CA Advantage

CA Records Manager helps you solve your toughest information governance challenges. The comprehensive, integrated solution includes a bevy of robust capabilities such as integrated management of all physical, electronic and email records; the ability to streamline administrative tasks; and the ability to facilitate controls over distributed corporate content via Federated RM to provide a comprehensive compliance solution.

In addition to helping you reduce risk by performing proactive continuous compliance through the protection of information assets, CA professional services addresses assessment, implementation and optimization to maximize the value of your CA Records Manager investment.

CA Records Manager is an integral part of the CA Information Governance solution, and an important part of CA's overall approach to transforming IT management. CA unifies and simplifies IT management across the enterprise for greater business results.

Some of the Ways We Can Assist Your Organization

- **Life Cycle Assessment** helps you define the right strategy to complement your infrastructure and existing processes while meeting the needs of your business requirements and governance demands.
- **Solution Implementation Assistance** offers a phased approach that reduces risk, speeds deployment and lowers staff learning curves. The result is ease-of-implementation with alignment of the solution to your particular requirements
- **System Healthchecks** identify and evaluate use, design and performance of your CA solution to determine the best fit to your infrastructure for peak performance. Periodic healthchecks ensure your software performance is meeting your business objectives while allowing for growth.
- **Best Practices Assessments** review current business policies to streamline processes and improve efficiency and productivity. Thoroughly reviewing your solution-related procedures, policies, and retention schedules ensures processes align with existing and new procedures. In addition, end-user awareness education can be provided to ensure consistency with today's best practices.
- **CA Technology Services™** and our partners can help you assess your current IT situation, define your goals and implement solutions to gain measurable results. To keep our CA solutions operating at peak performance, CA support delivers unparalleled technical and customer support worldwide, and we offer training and certification through CA Education.

Next Steps

If you are experiencing the records management challenges outlined in this brief and would like to realize the value provided by CA Records Manager in your organization, contact us to learn more about how you can achieve these objectives and more:

- Integrate the management of all record types: physical, electronic and email
- Implement a solid, enterprise-wide compliance management program across all repositories of corporate knowledge assets
- Proactively manage risk for continuous compliance to prepare your organization for reactive processes such as audit and discovery
- Control information overload so you can find the right information when you need it to make critical business decisions
- Move to a centralized records management console to ensure policies are applied consistently across all content silos to facilitate information governance
- Save more time and money for a greater competitive edge
- Empower your IT department and improve service to internal customers

For more information on how CA can help you increase effectiveness and efficiency in your organization visit ca.com/products.