

CAN WE PROTECT OURSELVES AGAINST COMPLIANCE BREACHES AND RESULTING FINANCIAL PENALTIES?

WHY NOT?

CENIT Retention Solution – reduces risk, protects your reputation and saves costs

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PROTECTING REPUTATION

Too many companies have been in the news due to breaches of compliance regulations. They paid millions in financial penalties and severely damaged their brand reputation. Often the litigation was based on emails and documents for which the retention period has already expired. So it's not really safe to keep everything. Managing retentions of documents is essential – and pays off quickly.

Reality often is different. A steady growth of data and documents is filling up your storage. Documents have been collected over decades, without considering their current relevance and value – and of course without cleaning up documents no longer needed.

As the digitalization is penetrating more and more business processes, the volume will increase at an even faster pace – with 90% being created just in the last few years and the volume to double every two years. So you are suffering from high costs for storage, the administration and ECM migrations.

On the other hand we see increasing internal and external requirements with regard to legal and regulatory provisions, which not only drive costs, but also risk. Risks from deleting documents still needed and risks from keeping documents no longer needed.

Unfortunately there is little support for the management of retentions and controlled deletion of documents. FileNet P8 V5.5 provides basic retention management functionality. However it is limited regarding the settings and the handling, in particular with regard to reporting and approval processes.



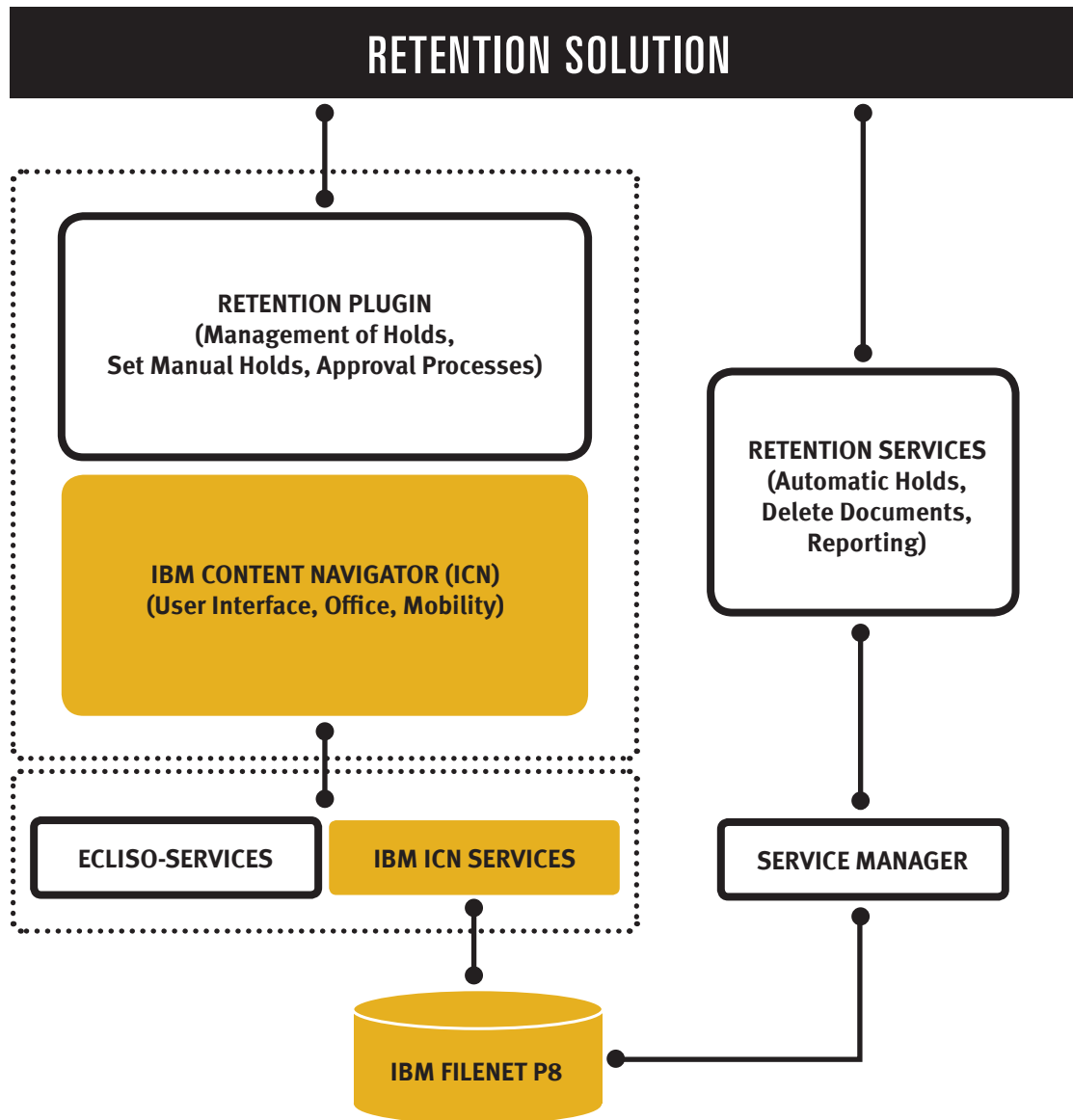
CENIT Retention Solution

The answer to this challenge is the CENIT Retention Solution (CRS) which complements the basic retention functionality of FileNet P8 V5.5. Reports provide you an overview of all documents to be deleted and their retention settings. Documents are deleted in a controlled and secure manner, in adherence to your compliance guidelines, either manually or in automated batches. All deletions and modifications are logged for auditing purposes.

Critical documents can be deleted only after the appropriate approval. A user will receive a list of documents expired and can do checks if desired. Documents not to be deleted can be protected by manual holds. If the deletion is denied the document will get a new retention date. If documents which retention period has expired are still needed, for example for litigations, they can be excluded from deletion by setting manual or automated holds.

The reports can be configured based on your specific needs. For example you can structure your reports by objectclass, properties or storage area. These reports can be generated ad-hoc or automatically and be sent to the relevant knowledge workers based on predefined schedules. So you will no longer miss the deletion of documents no longer needed.

AVOIDING FINANCIAL PENALTIES



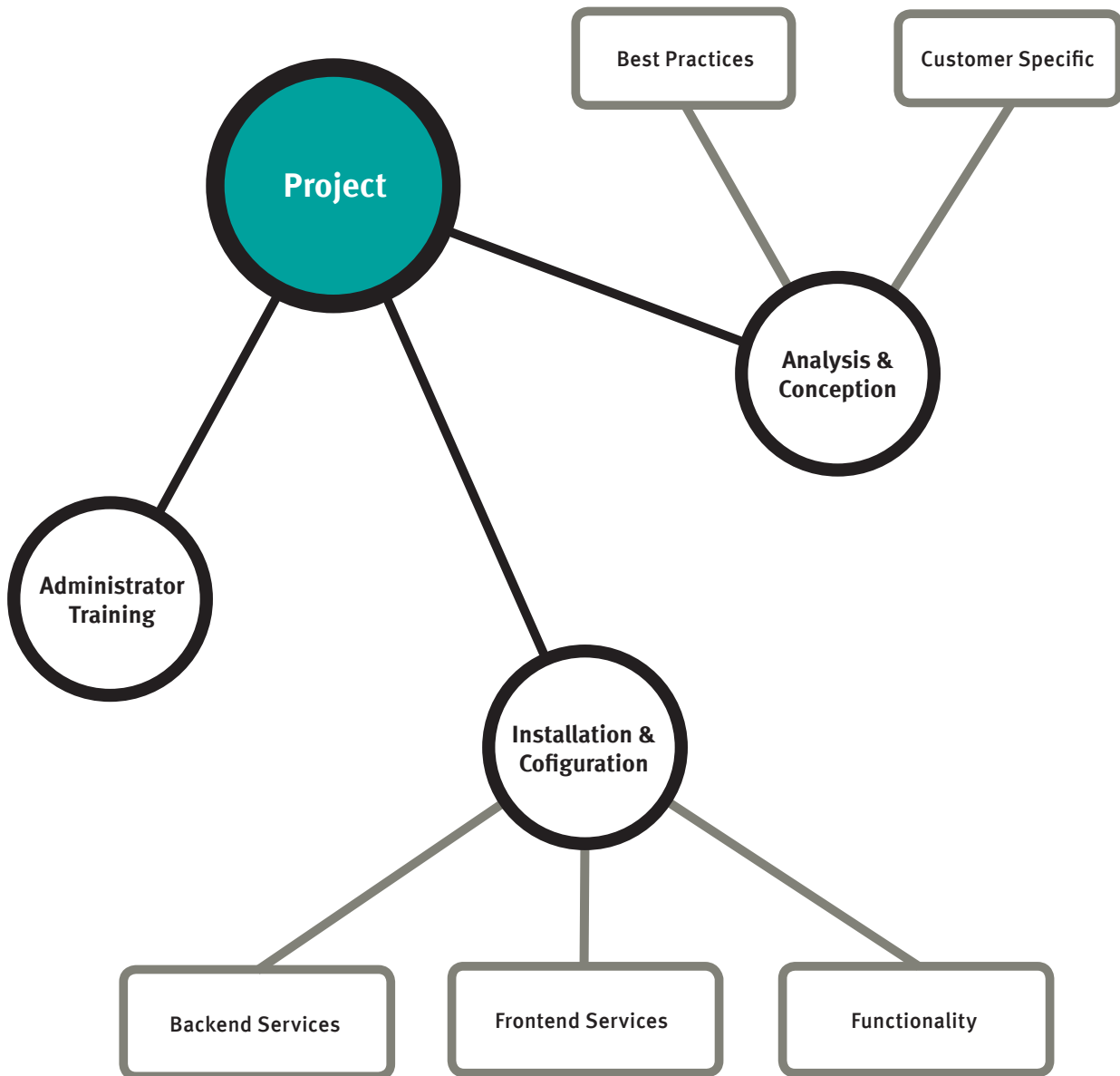
From the Content Navigator UI you can create new holds, define criteria for automated holds and of course delete the holds if no longer appropriate. The approval processes can be multistage. Some documents might be deleted after being reviewed by four eyes, others might require more approvers. To minimize the efforts for the knowledge workers, approvals can be done in batches instead on a document level.

CRS leverages FileNet P8 Content Manager and IBM Content Navigator. A plug-in in Content Navigator provides the frontend services, so its handling is very easy and intuitive. The background processing in FileNet P8 is controlled and executed by the CENIT Service Manager, which is part of CRS.

CRS gives insight into your retention settings. The solution helps you meeting compliance requirements and mitigating risks – both by deleting documents no longer wanted and by protecting documents not to be deleted. The deletion of irrelevant documents frees up significant storage resources, helping you to continuously contain infrastructure costs. Not to speak of the penalties ...

Turnkey Solutions

CENIT offers turnkey implementations of this solution. Talk to us and we find the best way to manage your retention policies.



CENIT is your partner for successful digital transformation. With CENIT at their side, customers have a wide variety of options for optimizing their horizontal and vertical business processes. Innovative technologies from the fields of product lifecycle management, the digital factory and enterprise information management lay the foundation for these improvements. CENIT consultants are equipped with a combination of in-depth specialist knowledge and understanding of processes across a broad range of sectors. Thanks to this comprehensive approach to consulting, CENIT's customers can rest assured that their solutions are created with the entire value creation chain in mind.

CENIT has an integrated strategy for its customers, and takes on responsibility for processes from consulting and implementing innovative IT solutions, to cost-effective operation. The CENIT team adapts to the specific situation in each company to ensure practical solutions that lay the foundation for measurable improvements in business operations. For more than 25 years, CENIT has been giving major customers in key business industries a competitive edge.

CENIT has some 700 employees who support customers from the automotive, aerospace, mechanical engineering, tool and mold making, financial services, trade and consumer goods sectors across the globe.

CAN I REDUCE RISKS FOR MY COMPANY, TOO?

WHY NOT?

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