

OpenText Records Management, eDOCS Edition (eDOCS RM)

Simple, secure, governance-driven records management



Demonstrate regulatory compliance, defensible disposition, and the disposal of electronic and paper records



Protect critical information from accidental destruction



Enhance compliance adoption from within commonly used Microsoft applications



Quickly locate records by integrating RM with DM systems, reducing costs and enhancing worker productivity

With the rise of security risks, growing industry mandates, and internal enterprise records management policies, managing the entire lifecycle of an organization's content is critical.

With eDOCS RM, law firms and corporate legal departments have the tools they need to fluidly protect content assets against accidental destruction, security breaches and disaster recovery while meeting increasingly complex regulatory requirements. eDOCS RM provides a secure, feature-rich records management add-on from within your existing eDOCS DM library. When combined with records management policies and controls best practices, eDOCS RM establishes comprehensive lifecycle management of all record types—from hard copy documents to email and Microsoft Office files to images and video files—all in a single location.

eDOCS RM transparently captures content as records without additional hardware, software, or IT professionals to support the application. Knowledge workers, including lawyers, can focus on their core business while records managers can implement records management without affecting the way their internal users work.

For Records Managers

- Manage long-term access, audit and retention control of all content
- Protect critical, essential information assets from accidental destruction
- Increase efficiency by removing ROT (redundant, outdated, trivial information)
- Eliminate inefficient and slow, paper-based, unmanaged information, exposing the organization to liability and expensive discovery
- Manage information without impacting the way users work
- Simply create records policies and enforce controls

List of associated OpenText products the component works with

- eDOCS
- eDOCS Defense
- eDOCS Email Filing

For End Users

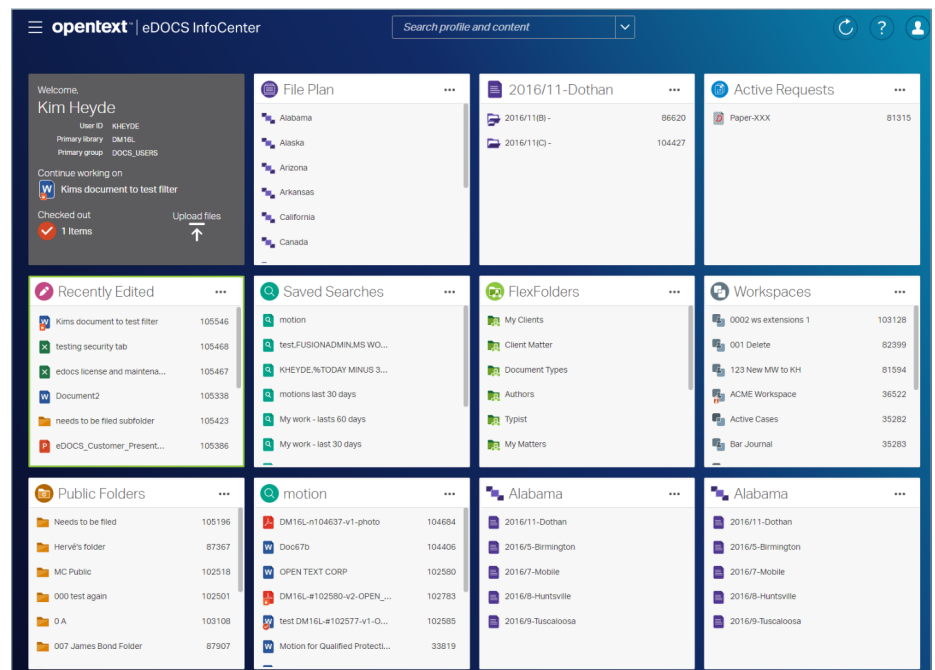
- Seamlessly create records and assign retention codes without leaving familiar desktop and Microsoft Office applications
- Deliver faster access to consolidated eDOCS profile information and records management
- Leverage the speed and personalization of eDOCS InfoCenter to classify, manage, and govern all types of records, with expanded records management accessibility

For Executive Management

- Ensure compliance with all applicable retention policies
- Reduce costs of managing electronic and paper content by storing them in a single scalable repository
- Enable staff to transparently manage work product and case records
- Increase productivity by simplifying the search and access to key records
- Improve customer service by reducing records department bottlenecks

For IT Administrators

- Ease records management administration burdens through a consolidated records and document management platform
- Quickly install with web-based eDOCS RM Deployment Tool that configures the user's document and record management experience



Users can leverage the speed and personalization of eDOCS InfoCenter to classify, manage, and govern records, including physical, electronic, e-mails, and images with expanded records management accessibility.

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When combined with records management best practices, eDOCS RM helps establish comprehensive lifecycle management of paper and electronic records in a single location.

OpenText eDOCS RM ensures all content that is captured, generated, received or used while conducting business complies with applicable regulatory, industry and internal policies and procedures for the retention and defensible disposition of data. It enables users across the organization to easily understand the business context and legal relevance of their content.

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: [opentext.com](https://www.opentext.com).

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