

The logo for AXS one, featuring the text "AXS one" in a white, sans-serif font. The "A" and "X" are larger and more prominent, with a white circle around the "S" and "one". A white diagonal line crosses through the circle and the text.

AXS-ONE RETENTION MANAGER™

Records Compliance Management for Corporate Records

Organizations worldwide face an increasing array of requirements that compel them to preserve and produce electronic records. For organizations not directly affected by specific regulatory requirements, corporate governance and litigation or legal risks are requiring them to implement new, more exacting measures to protect electronic information that may someday be subject to internal and external audit and legal discovery.

As companies become increasingly aware of the exponential growth in records due to these new requirements for the management of their corporate records and communication, such as e-mail and instant messaging, the number of possible points of failure to preserve or duty to destroy have increased exponentially.

AXS-One Retention Manager™ enables organizations to effectively and automatically manage corporate records according to their unique classifications, retention periods, review processes, permanent destruction, audit trails and reporting requirements. The solution provides a compliant framework for creating a corporate memory with expert recall for legal discovery and compliant destruction for continual risk mitigation.

An integrated component of the AXS-One Compliance Platform™, Retention Manager addresses the requirements for records management across many data types and disparate systems, delivering an auditable end-to-end process within a proven framework for compliance.

MANAGING CORPORATE RECORDS FOR COMPLIANCE

Records Compliance Management requires organization to do more than simply retain and manage all corporate records. Real value comes not just from secure archival and access to information, but from having the ability to apply real-time compliant controls through the lifecycle of each record. Retention Manager gives organizations the ability to manage output from many systems regardless of originating application or source through an enterprise compliance framework for:

- ▶ E-mail (Lotus Notes, MS Exchange, SunOne Messaging, Bloomberg Mail and other message types)
- ▶ Instant messages (AOL, Yahoo, MSN, Reuters, FaceTime, IMlogic, Sametime, and other similarly formatted conversations)
- ▶ Images
- ▶ Voice and video
- ▶ Office documents such as Microsoft Office and other electronic files
- ▶ ERP-generated data, such as SAP, and associated documents
- ▶ Electronic print reports generated by host systems
- ▶ Paper reports

Additionally, Retention Manager enables organizations to manage the disposition and retention of electronic records maintained within other, existing archives and content management repositories.

AXS-One Inc.
301 Route 17 North
Rutherford, NJ 07070
(201) 935-3400
www.axsone.com



DEFINING COMPREHENSIVE POLICIES

Retention Manager enables organizations to define comprehensive corporate file plans with retention and disposition policies that address their specific regulatory, business and risk management requirements. Retention and disposition rules can be applied to all records. A complete and compliant audit trail ensures a full history of all records managed by the system is always available.

SECURING THE DESTRUCTION OF RECORDS

Retention Manager enables organizations to carry out their duty to preserve records while reducing the risks associated with retaining records for longer than is legally required or retaining records in conflict with Data Protection regulations. Stringent, secure controls can be implemented to ensure that records are destroyed consistently and systematically in accordance with organization-specific business policies.

SUPPORTING LITIGATION REQUIREMENTS

Retention Manager enables organizations to create manageable case files which can be automatically updated to respond to ongoing investigations, audits or legal proceedings efficiently and securely:

- ▶ No spoliation of evidence: all records relating to a specific action are placed on legal hold, ensuring they cannot be destroyed or modified in any way until the hold order is lifted
- ▶ Specific “cases” can be created, providing a virtual compliance filing cabinet for exception management for new retention and disposition requirements based on legal hold and/or legal discovery results
- ▶ A comprehensive and compliant audit trail ensures that all activity is securely logged and can be reproduced with full process chain of custody

DEMONSTRATING RECORD INTEGRITY FOR COMPLIANCE

AXS-One’s Retention Manager provides a full process chain of custody to deliver documented evidence of all program events that have interacted with records, from initial acquisition to final destruction.

ABOUT AXS-ONE

AXS-One is a leading provider of Records Compliance Management solutions. The AXS-One Compliance Platform™ enables organizations to implement secure, scalable and enforceable policies that address records management for corporate governance, legal discovery and industry regulations such as SEC17a-4, NASD 3010, Sarbanes-Oxley, HIPAA, The Patriot Act and Gramm-Leach Bliley. AXS-One’s technology has been critically acclaimed as best of class and delivers digital archiving, business process management, electronic document delivery and integrated records disposition and discovery for e-mail, instant messaging, images, SAP and other corporate records.

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