

# Transform Retention Management across the Enterprise

With Micro Focus® Content Manager and the Iron Mountain Policy Center Solution

Organizations are under pressure to comply with an increasing number of global regulations and adding to the complexity of this task is continually changing legislation and legal citations. How do you make sure your retention management practices reflect this changing legislation without having a team of lawyers to research the changes and another team of records managers to manually apply the updated retention policy to your business content? Defensible retention management is an ongoing challenge due to cost, complexity, and the lack of automation—until now.

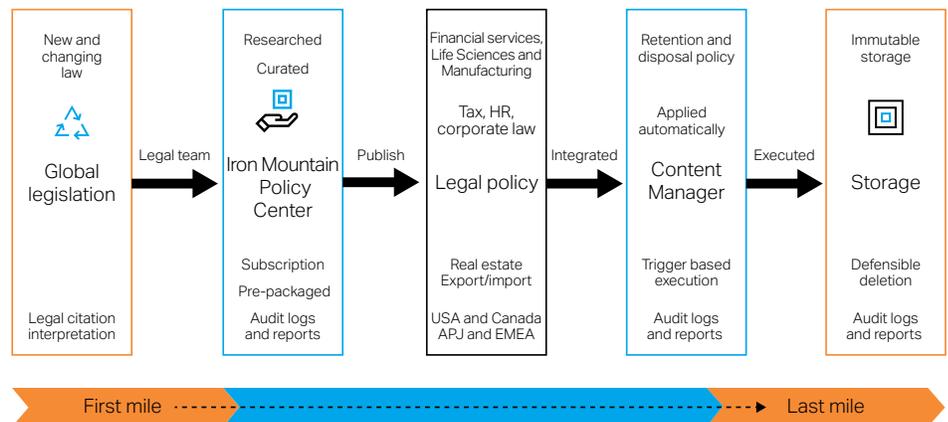


Figure 1. Connecting the first and last mile of legally defensible retention management

## The First and Last Mile of Legally Defensible Retention Management

Micro Focus, in partnership with Iron Mountain, has developed an innovative solution to deliver defensible retention management from the first to last mile. The first mile is where legislation is published by regulatory and legal institutions; this legislation is researched, curated, and then converted to retention policy and applied to business content. The last mile sees this policy enacted where retention or disposal actions are executed and audited. This industry-first integrated solution applies automatically updated, legally defensible regulatory policy to content being managed by Content Manager.

## Policy Packages to Suit Industry Verticals and Multiple Jurisdictions

Imagine being able to access and automatically apply legal regulations and citations specific to your industry vertical or jurisdictional area. The integration of Content Manager with

Iron Mountain Policy Center solution supports policy packages for industries such as financial services, manufacturing, and life sciences, as well as jurisdictional policies for the USA and Canada, APJ, and EMEA. Core policies cover areas such as tax, human resources (HR), corporate law, real estate, and export/import, while specialty policies exist for such things as laboratory best practices and hazardous materials disposal.

## Lower the Cost and Complexity of Defensible Retention Management

The Iron Mountain Policy Center solution gives users access to managed up-to-date retention guidelines from around the world that are researched, curated, and vetted by legal experts within specific industry verticals and countries. This extremely valuable information is provided as part of a subscription service

from Iron Mountain and is now able to be automatically and programmatically applied to your content via the Content Manager retention scheduler tool. Policy Center removes the need for an internal team of legal experts to consume valuable time and money researching and verifying changes in legislation and legal citations that apply to your business content. Content Manager, on the other hand, removes the need for a team of electronic records management and compliance professionals to convert the updated legislation into retention policy and manually apply this to the content, which can be a time-consuming and error-prone process.

## Providing an Audit Path from Legal Mandates to Execution

The integration between Content Manager and the Iron Mountain Policy Center solution helps

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provide an audit path between the initiating legal mandates and citations through to policy creation, its application, and final enforcement (disposal) to build a legally defensible content management, retention, and disposal solution. Content Manager can log a variety of actions that are performed against the content it manages either through an offline or active audit log. While Policy Center logs and reports on every user event, documenting all changes to data it manages. Detailed audit logs record user interface and activity history.

### Getting Started

Micro Focus can provide professional services to help you get started and set up your enterprise content management solution. Based on a standard statement of work (SOW) configuration, services will include a discovery and implementation recommendation, integration with Exchange and SharePoint environments, administrative instance training and optional online user training. In addition to the standard service offerings, Micro Focus provides customized services (an additional fee will apply) to address your unique requirements.

### About Micro Focus

Micro Focus is an industry-leading technology company that enables customers to go further, faster. With one of the industry's most comprehensive portfolio spanning the cloud to the data center, to workplace applications, our technology and services help customers around the world make IT more efficient, more productive, and more secure.

### About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks, and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company website at [ironmountain.com](http://ironmountain.com) for more information.

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