

# IBM Software Demos

## DB2 Records Manager

### DB2 Records Manager\_Nar.doc

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IBM DB2 Records Manager provides a single and consistent records management platform with extensive recordkeeping capabilities for both electronic and physical information assets. New laws such as Sarbanes-Oxley and regulators such as SEC and NASD require that structured records management be applied to electronic recordkeeping. DB2 Records Manager helps businesses meet these government and industry requirements for formal records management

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In this demonstration, Don Prochot of Just in time auto parts, will enter test results for a new auto safety glass into his company's repository. Record management is important to Don's company because State and Federal Laws require test results to remain on file for at least 3 years. Using DB2 Records Manager Don's test results will be automatically retained for the required timeframe, after which the company can decide to save the records to optical disc or permanently destroy them.

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Using the "Declare Record" icon in his word processor, Don begins the records declaration and classification process.

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Based on keywords entered in the document name, DB2 Records Manager automatically classifies the record to the company's legal department directory of the corporate file plan. A file plan is a structured hierarchy of record subjects or business activities. While this is a manual example, declare and classify can also be done using an automated process on many documents simultaneously.

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We now see the records administrator at Just in time auto Parts logging in to validate the status of Don's new record.

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Sound Corporate record keeping policy and practices, supported by electronic recording keeping software such as DB2 Records manager gives your company the means to meet Regulatory requirements and streamline compliance.

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The administrator now locates the new record, in the legal department directory.

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Next, she will validate that the record will be available for destruction in 3 years. IBM DB2 Records Manager offers both simple and advanced query capability for company records.

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Disposition for many business records is driven by an external event. Records Manager supports Time, Event, and Event/Time disposition modes, with cutoff features to account for end of fiscal year or business quarter.

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Records Manager also lets Administrators apply a Legal Hold to designated records. Records under legal hold are protected from destruction until the hold is lifted.

To save time in this demonstration, we will now skip ahead to the generation point of this Life cycle query input form.

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We now see the generated report confirming that Don's new document will be available for destruction in 3 years.

IBM DB2 Records Manager, when used within a context of clear and consistent corporate policy, can reduce your litigation risk and evidence discovery costs, and demonstrate compliance with government regulations.