Oracle® Universal Records Management
Records Manager Corporate Edition System Setup Guide
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INTRODUCTION

OVERVIEW

This section covers the following topics:

❖ About This Guide (page 1-1)

❖ Documentation and Help (page 1-3)

ABOUT THIS GUIDE

Note: This system administration guide assumes you are using the Trays layout.

This guide provides instructions to set up and administer the Records Manager Corporate Edition software on the content server. The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

Symbols

The following symbols are used throughout this document:

Symbol	Description
	Note: Brings special attention to information.

Symbol	Description
	Tech Tip: Identifies information that can be used to make your tasks easier.
	Important: Identifies a required step or required information.
	Caution: Identifies information that might cause loss of data or serious system problems.
	Permissions: Indicates what specific permissions are needed to perform tasks.

Conventions

The following conventions are used throughout this document:

❖ The notation *<Install_Dir>* is used to refer to the location on your system where a specific instance of Content Server is installed.

❖ Forward slashes (*/)* are used to separate parts of an Internet address. For example, http://www.microsoft.com/windows2000/. A forward slash might or might not appear at the end of an Internet address. Forward slashes (/) are also used to separate the directory levels in a path name whether on a UNIX or a Windows system. A forward slash always appears after the end of a directory name.

❖ Paths to access operating system screens use the following formatting structure:

Start—Settings—Control Panel

❖ Required user input is distinguished using the following font formatting:

`xyz_name`

Audience

This guide provides instructions to configure and administer the Corporate Edition product. The guide is intended mainly for administrators, managers, and privileged users responsible for managing retention policies.

WHAT'S NEW

Several interface changes have been made from Version 7.1.4:

❖ Retention tasks to be processed are now available on pull-down menus instead of from the Trays menu.

❖ Advanced screening is no longer available. That functionality has been merged into the regular screening functionality.

❖ Dormant global triggers as a trigger type are no longer selectable as an option. You can create dormant global triggers by simply not adding an activiation date when you create the trigger.

❖ The Configure Retention Components page is no longer used to configure aspects of the retention schedule (triggers, dispositions, and so on). All functionality of that type is now available by using pull-down menus which are available throughout the product.

❖ You can now edit pre-defined link (related content) types. By default the main links with new content item revisions is checked. This can be changed so linking is not revision independent.

INSTALLATION NOTES

Case-insensitive searches are not peformed by default when using the Corporate Edition product for database searches (for example, in screening, audits, reviews or disposition listings). If you want to perform case-insensitive searches, the databased used must be configured to do so.

Indexing fails for PDF files generated with Inbound Refinery versions prior to 7.6.1 and PDF Converter prior to version 7.6.1.

DOCUMENTATION AND HELP

This section covers the following topics:

❖ Documentation (page 1-4)

❖ Tooltips (page 1-4)

❖ Quick Help (page 1-5)

❖ Help Menu (page 1-5)

Documentation

The following Records Manager Corporate Edition documentation is available:

❖ *Records Manager Corporate Edition Installation Guide*
This document provides information about installing the Corporate Edition software on the content server. It is provided as a PDF file on the Corporate Edition software distribution media.

❖ *Records Manager Corporate Edition System Setup Guide* (this guide)
This document provides information about setting up and administering the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

❖ *Records Manager Corporate Edition System Maintenance Guide*
This document provides information about administering the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

❖ *Records Manager Corporate Edition User Guide*
This document provides information about using the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

In addition to these guides, you can also access information about the product with context-sensitive tooltips, quick help, and help menu.

Tooltips

If you hover the mouse cursor over a field label in your web browser, you can get context-sensitive information on the field label. A question mark is displayed, and then the tooltip appears.

Figure 1-1   Field label tooltip
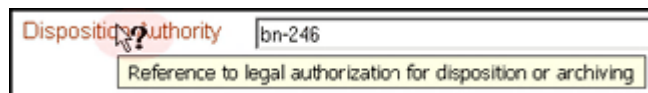
If you are using Netscape or Mozilla as your web browser, you can view tooltips for items in options lists as well, provided the list items are not custom entries.

Quick Help

Click the **Quick Help** button where available on pages and screens to view context-sensitive help for that page or screen.

Help Menu

You can click the main menu Help link to open the online HTML help system for Universal Content Management, which includes the Corporate Edition help files. If you are logged in with user privileges, you will only see the end-user help system. If you are logged in as an administrator, you will see the full administrator help system (including the user documentation).

INTRODUCTION TO RETENTION MANAGEMENT

OVERVIEW

This section covers the following topics:

- ❖ Management of Retained Items (page 2-1)

- ❖ About Corporate Edition (page 2-5)

- ❖ Basic Retention Management Concepts (page 2-6)

- ❖ Corporate Edition and Content Server (page 2-8)

- ❖ Basic Processes (page 2-8)

MANAGEMENT OF RETAINED ITEMS

Corporate Edition effectively manages content items on a retention schedule.

The focus of retention management of content items tends to be the ***scheduled elimination of content*** in which the costs of retaining content outweighs the value of keeping it.

This section covers the following topics:

- ❖ Needs for Retention Management (page 2-2)

- ❖ What Do I Retain? (page 2-3)

Needs for Retention Management

There are various reasons why organizations may need retention management:

❖ Regulatory Needs (page 2-2)

❖ Litigation Needs (page 2-2)

❖ Business Needs (page 2-3)

Regulatory Needs

Many organizations are subject to regulations that require the retention of information for a specified period of time:

❖ Sarbanes Oxley:

- Applies to all publicly traded corporations or companies that may become public

- Audit-related working papers, communications, and correspondence must be retained for five years after the audit

❖ Pharmaceutical/healthcare industry—HIPAA, FDA regulations

❖ Financial services—SEC Rule 17a

❖ Telecommunications industry—47 CFR 42, etc.

Retention management enables organizations to comply with the retention requirements of these regulations.

Litigation Needs

There may be litigation-related needs for effective and efficient retention management:

❖ Policy-based retention of information:

- Retain information that you may need for litigation (for example, a contract and any communication relating to it).

- Centralized searching and retrieval of that information

❖ Systematic disposition of eligible content:

- Less material to search through during discovery

- Less material to give to opposing counsel

❖ Suspend/freeze disposition of content items relating to pending litigation:

- Avoid appearance of cover-up and possible liability when content items relating to pending litigation are destroyed.

Business Needs

There may be business-related needs for effective and efficient retention management:

❖ "Islands of content" problem. Content items that are:

- Generated across the organization

- Created in a variety of forms—for example, e-mail, office application documents, sheets of paper, CDs, DVDs, microfiche, recordings of corporate events and conference calls, etc.

- Stored in an ad-hoc fashion in a variety of locations—for example, employee desks, employee computers, corporate servers, central file storage, offsite storage.

❖ There is a need to:

- Provide a uniform infrastructure for retrieving and sharing the content across the organization.

- Ensure that content items are retained over the period of time that they are useful to the business.

Corporate Edition manages all content items, regardless of their source, in a single, consistent, manageable infrastructure.

What Do I Retain?

Content items for retention are any form of information, both physical and electronic that is **important** enough for an organization that it must be **retained** for a specific period and may be **disposed** of when it is no longer needed. However, it can be revisioned, retained (but not necessarily with a minimum retention period), and can be on a disposition schedule. Your organization may choose to manage content with Corporate Edition to eliminate outdated and misleading information and track documents related to legal proceedings.

See the following sections for more information:

Content Retention Qualities

Content retention qualities include:

❖ **Purpose:** Content items for retention are generally live, active documents that can be revisioned.

❖ **Benefits:** Benefits of retaining content items is reduced risk and cost of discovery for litigation, reduced costs associated with storage, elimination of clutter to promote user efficiency, and dissemination of only current information to improve communication.

❖ **Ability to Revision:** Content items can be checked out, modified, and checked back in to create multiple revisions.

❖ **Disposition**: Content items generally have disposition schedules (life cycles) assigned by item upon check in.

Note: Corporate Edition supports disposition schedules for content items, which means it can manage retention and disposal of content. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or handle legal procedures.

❖ **Functionality Available to Content outside of Retention Schedule**:

- • Freeze
- • Link (available if the Related Content component is installed and enabled)
- • Subject to Review

Importance of Content

Retained information can be **important** for a variety of reasons:

❖ The information may be required for the day-to-day operations of the organization and needs to be kept for historical, tracking, or audit purposes (for example, receipts, order histories, completed forms, personnel files, corporate announcements).

❖ The information may be necessary to the success or survival of the organization (for example, software source code, contracts, financial data).

❖ There may be internal policies or external regulations that require the information to be retained (for example, transaction documents, financial statements, lease agreements).

❖ The data may be important in preparation for possible litigation or discovery.

Retention

The information may need to be **retained** for different periods of time, depending on the type of content, its use within the organization, and the need to comply with external laws or regulations.

❖ The retention may be time-based (for example, five years from the filing date).

❖ The retention period may be event-based (for example, an employee termination).

❖ The retention period may be both time-based and event-based (for example, two years after employee termination).

❖ The retention period may be based on usage (if you have Stellent Content Tracker).

❖ The retention may be based on revision.

Disposal

After a retention period, content items are disposed of by authorized people according to the requirements of the organization.

ABOUT CORPORATE EDITION

Corporate Edition enables you to manage content items—regardless of their source or format—in a single, consistent, manageable infrastructure. Content items managed by Corporate Edition are assigned retention schedules and disposition rules. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or comply with legal audit holds.

The items and their associated metadata are stored in retention schedules, which are hierarchies with categories that define disposition instructions for content. Access to the items is controlled by rights assigned to users by a administrator. The items can be accessed, reviewed, or retained in an easy and efficient manner, by authorized people according to the requirements of your organization.

Corporate Edition can also manage disposition schedules of content in the content server. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or comply with legal audit holds.

BASIC RETENTION MANAGEMENT CONCEPTS

The following concepts are important in the context of Corporate Edition:

❖ Retention Schedules (page 2-6)

❖ Series (page 2-6)

❖ Retention Category (page 2-6)

❖ Disposition (page 2-7)

❖ Disposition Instruction (page 2-7)

❖ Period (page 2-7)

❖ Trigger (page 2-7)

❖ Content Item Link (page 2-7)

❖ Freeze (page 2-7)

Retention Schedules

The retention schedule is an organized hierarchy of series, and categories, which enables you to cluster content into similar groups, each with its own retention and disposition characteristics.

Series

A series is an organizational construct in the retention schedule which enables you to organize categories into functional groups. This is especially useful if you have a multitude of categories. Series cannot contain content items. A series can be nested, which means a series may contain other series.

Retention Category

A retention category is a set of security settings and disposition instructions in the retention schedule hierarchy, below a series. This enables you to organize content into groups with the same retention and disposition characteristics. A retention category may contain one or more content items, which then typically follow the security settings and disposition rules associated with that retention category. Retention categories cannot be nested, which means a retention category cannot contain other retention categories.

Disposition

Disposition is the collective set of actions taken on content items, usually for items that are no longer required. Disposition actions include wait times and activities such as notify authors, delete previous revisions, and delete all revisions.

Disposition Instruction

A disposition instruction is created within a retention category, and typically consists of one or more disposition rules, which define how content items are handled and what actions should be taken on them (for example, when and how they should be disposed of).

Period

A period is the segment of time that must pass before a review or disposition action can be performed. Corporate Edition comes with a number of built-in periods (for example, "one year"), but you can create custom periods to meet your unique business needs.

Trigger

A trigger is an event that needs to take place before a disposition instruction is processed. Triggers are associated with disposition rules for retention categories. Examples of triggering events include changes in status and completed processing of a preceding disposition action.

Content Item Link

A content item link is a defined relationship between content items. This may be useful when items are related and need to be processed together. Links are available for content items that are stored both in and out of the retention schedule. Linking is available if the Related Content component has been installed and enabled.

Freeze

Freezing a content item inhibits disposition processing for that item. Frozen content items cannot be altered in any way nor can they be deleted. This may be necessary in order to comply with legal or audit requirements (for example, as a result of litigation). Freezing is available for content items that are stored both in and out of the retention schedule.

CORPORATE EDITION AND CONTENT SERVER

Corporate Edition supports the following Content Server layouts and search templates (which users can set in their user profile):

❖ Supported layouts:

- Trays

- Top Menus

❖ Supported search templates:

- Headline View

- Thumbnail View

- My Headline View

Note: The Corporate Edition application does not support the Classic layout or the Classic View search template. This guide assumes you are using the Trays layout.

BASIC PROCESSES

The following steps outline the basic workflow of content within Corporate Edition

1. The retention schedule and any required components (such as triggers, periods, and custom metadata fields) are created.

2. Content items are filed into the retention schedule by users. The filed items assume the disposition schedules of their assigned category.

3. Disposition rules are processed by Corporate Edition in accordance with the defined disposition schedules, which usually have a retention period. The processing is activated by either a system-derived trigger or custom trigger. The trigger could affect one or more content items simultaneously.

4. Whenever a disposition event is due for action as activated by a trigger, an e-mail notification is sent to the person responsible for processing the events. The same is true for review. The pending events and reviews are displayed in the pages accessed from the My Retention Assignments links within the user interface.

5. The administrator or privileged user performs the review process. This is a manual process.

6. The administrator processes the disposition actions in the pending events pages. This is a manual process.

Many disposition schedules are **time-based** according to a predictable schedule. The system keeps track of when the affected content items are due for action. Notification e-mail is sent, and the content items are routed to the My Retention Assignments area of Corporate Edition.

The person responsible for the pending events and reviews then processes the content items accordingly. The particular disposition actions due are indicated for the content items. Available menu actions are context-sensitive according to the state of the item.

In contrast, **time-event** and **event-based** dispositions must be triggered with a non-system-derived trigger; that is, a trigger that was defined for a particular scenario. When a pending legal case starts litigation, the administrator must enable the custom trigger and set its activation date since the start date information is external to the Corporate Edition logic. Custom triggers enable you to define event and time-event based disposition actions based on the occurrence of a particular event.

3

QUICK START SETUP

OVERVIEW

This chapter provides a broad overview of the tasks needed to set up your Corporate Edition system. Use the information in this chapter as a reference to tasks that need to be done. For detailed conceptual and reference information pertaining to these tasks, see the other chapters in this guide.

Caution: If you are unclear about any of the tasks in this chapter, consult the detailed task information in the later chapters in this guide.

Before setting up your system, see Chapter 2 (*Introduction to Retention Management)* which provides an essential overview to the concepts and vocabulary used in a retention management system.

This chapter covers the following topics:

❖ Setup Checklist (page 3-2)

❖ Security Overview (page 3-3)

❖ System-Wide Configuration (page 3-5)

❖ Setting Up a Retention Schedule (page 3-6)

❖ Configuring Content Triggers, Dispositions, and Freezes (page 3-8)

> **Permissions:** Specific permissions are required to perform the tasks described here. For details about the required permissions, see the tasks outlined in later chapters of this manual. In general, users with the **retadmin** role should be able to perform the majority of these tasks.

SETUP CHECKLIST

The following checklist provides an overview of the steps needed to set up Corporate Edition. The steps should be followed in the order given. For example, you must define triggers and periods before disposition rules, because when you define a category and its disposition rule, you include references to triggers and periods.

This checklist spans multiple sections of this guide. With the table of contents and index, this checklist also serves as a documentation road map for finding the information you need.

> **Tech Tip:** To record everything you are doing while setting up and configuring Corporate Edition, you may want to configure the audit trail first. See the *Records Manager Corporate Edition System Maintenance Guide* for details. All user actions are set to be recorded by default.

Setup tasks include the following topics. Note that some of these tasks may be optional depending on your organization. For example, you may not need to configure your root nodes or add custom metadata. The information is provided so you can determine if the step may be useful or not.

❑ Configure security. See Security Overview (page 3-3) for an overview and Chapter 5 (*Setting Up Security)* for details.

❑ Configure system settings. See System-Wide Configuration (page 3-5) for an overview and the following sections for details:

• Setting the Fiscal Calendar (page 6-7) for financial and accounting purposes.

• Setting the Default Notification Recipient(s) (page 6-8) for e-mail notifications.

• Managing Time Periods (page 9-2), used to define the time associated with retention or disposition of content items.

• Managing Custom Metadata (page 10-2) required for your organization.

❑ Set up the retention schedule. See Setting Up a Retention Schedule (page 3-6) for an overview and the following sections for details about configuring the organization of items. This includes:

- • Configuring the Root Nodes (page 6-9), allowing you to hide retention schedules, view root node information or generate reports.
- • Managing Series (page 7-7), used to manage the view of different retention schedule hierarchies.
- • Managing Retention Categories (page 7-12), which define security settings and disposition instructions for that category.

❑ Determine how content items will be handled. See Configuring Content Triggers, Dispositions, and Freezes (page 3-8) for an overview and the following chapters for details:

- • Managing Triggers (page 8-5). Triggers are used to initiate events that affect content items.
- • Managing Freezes (page 11-12) to inhibit disposition processing.
- • Managing Dispositions (page 11-3) for retention categories.

❑ Establish relationships between content. Use Managing Related Content (page 12-7) to establish a type of relationship between content items. See Chapter 12 (*Configuring Related Content (Links))* for complete details.

Additional tasks discussed in the *Records Manager Corporate Edition System Maintenance Guide* include importing and exporting archives and configuring the audit trail, which tracks activities.

After configuring Corporate Edition, users with the appropriate rights can file, search, and link content and generate retention schedule reports. For more information, see the *Records Manager Corporate Edition User Guide.*

The core processing performed by administrators during the use and maintenance phases of the life cycle, such as screening and cycling content, is discussed in the *Records Manager Corporate Edition System Maintenance Guide*.

SECURITY OVERVIEW

Multiple layers of security are available in Corporate Edition. Permissions and privileges are determined by the intersection of all security mechanisms in place. The strictest setting prevails. See Chapter 5 (*Setting Up Security)* for complete details.

This section discusses the following topics:

❖ Security in Corporate Edition (page 3-4)

❖ Setting Security Preferences (page 3-4)

❖ Rights for Roles (page 3-5)

Security in Corporate Edition

The following security elements are used to define user roles and permissions:

❖ *Predefined user roles*, discussed in detail in Roles (page 5-2). Each of these predefined roles comes with a default set of permissions and rights, but these can be modified to suit your specific needs. These include the following roles:

- **retuser,** generally assigned to basic users. It allows them to perform basic management tasks.

- **retadmin,** generally assigned toadministrators who set up and maintain the infrastructure and environment.

❖ *Rights* control access to functions assigned to Content Server user roles. Thepredefined roles have a default set of rights assigned to them, but the rights can be modified to restrict or expand their access to functions. See Assigning Rights to User Roles (page 5-11) for details.

❖ *Security groups* define security on a group of content. Records Manager Corporate Edition comes with a predefined security group called "RetentionGroup." Users with the predefined 'retuser' role have read and write permission (RW) to this security group. Users with the 'retadmin' role have read, write, delete, and admin permission (RWDA) to this security group. For details, see Access Control Lists (ACLs) (page 5-10).

❖ *Access control lists* (ACLs) manage the security model on dispositions. You can assign ACLs to triggers, and retention categories. ACLs are used to control user and group access permissions for triggers and categories. You can assign the ACL for each category and trigger you create. See Access Control Lists (ACLs) (page 5-10) for details.

Setting Security Preferences

Security preferences are set on the Configure Retention Administration Page (page 6-2). The security preferences set on that page are in addition to those provided with Content Server.

Caution: After your production environment is underway, we recommend you do not change the security settings for ACLs or the default Content Server security. Doing so can cause unforeseen consequences.

To configure security settings, log in as an administrator and select **Configure Retention Administration** from the **Administration** tray. Select the options you want to use:

❖ To use Access Control List Security, select the **ACL-based security** check box.

❖ To activate the default security in Universal Content Management, select the **Default Content Server security on Categories and Triggers** check box. To not set the additional security on categories and triggers, clear the check box.

When done, click **Submit Update**.

Rights for Roles

Rights define what actions users can perform on content items. To assign rights to user roles, select **Admin Applets** from the **Administration** tray.

Click the **User Admin** icon and choose **Security—Permissions by Role** from the menu. Select the role to review or modify. Click **Edit RMA Rights** then set the appropriate rights by selecting or clearing the check boxes on the various tabs. Click **OK** when you finish.

See Assigning Rights to User Roles (page 5-11) for details.

SYSTEM-WIDE CONFIGURATION

This section describes configuration procedures used by administrators to set up Corporate Edition. Certain configuration procedures described here and in other chapters may also apply to other users if they have been given the appropriate rights. The required rights for each procedure are described in Chapter 6 (*General Configuration Options)*, where these procedures are discussed in detail.

The Configure Retention Administration Page (page 6-2) is used to configure most aspects of Corporate Edition. To access this page, select **Configure Records Management** from the **Administration** tray.

The following list highlights several tasks accomplished by using options on this page. For complete details about all the options, see Configure Retention Administration Page (page 6-2) for details.

❖ Set the fiscal calendar used by your organization for financial and accounting purposes. You need to specify the start date of your fiscal year only once, unless your organization changes their fiscal start date or the start date varies from year to year.

To set the calendar, specify the date the fiscal year begins for your organization in the **Start of Fiscal Calendar** box on the Configure Retention Administration Page (page 6-2).

❖ Configure e-mail notifications sent to users which indicate that items require reviewing or that a pending disposition event requires attention.

To set one or more default notification recipients specify one or more users in the **Notify recipient** box who will be the default recipients for notifications. You can enter their user names separated by commas, or select one or more users from the dropdown list on the right. Click **Submit Update**.

❖ Enable user-friendly captioning. Select this check box to enable more user-friendly language for disposition rules and screening criteria. The disposition captions are displayed in the Disposition Information page and Disposition Rule screen. The screening query language is displayed in the Criteria boxes of the screening pages. Note that user-friendly captions are used on most of the screen depictions in this guide.

The Configure menu on this page contains many common configuration tasks such as setting up triggers, determining time periods to use at your organization, and creating retention schedules. Details about those configuration tasks can be found in the remaining chapters of this guide.

SETTING UP A RETENTION SCHEDULE

A retention schedule is an organized hierarchy of series and categories, which emables you to cluster content items into similar groups, each with its own retention and disposition characteristics.

You can configure the root series nodes for your retention schedule on the Configure Root Nodes page. This page displays the top level parent node of the retention schedule. Options on this page let you view information about the root node series, generates a retention schedule report for the *entire* retention schedule under the root node or let you hide the entire retention schedule from all other users except those with the 'retadmin' role. For more information, see Hiding and Unhiding a Series (page 7-8). To access the Root Node page, select **Configure—Root Nodes** on the Configure Retention Administration Page (page 6-2).

This section discusses the tasks involved in setting up a retention schedule. It covers the following topics:

❖ Managing Your Retention Schedule (page 3-7)

❖ Creating a Series (page 3-7)

❖ Creating a Retention Category (page 3-7)

Managing Your Retention Schedule

Content items are filed directly into a retention category. The retention schedule is the top-most series root node. The top node is created automatically for you by the system. The remaining retention schedule objects—series or retention category—are created by the administrator.

A series is an optional container created by the administrator. A retention category is required, and it contains disposition instructions for processing content. See Chapter 7 (*Setting Up a Retention Schedule)* for complete details about planning and implementing a retention schedule.

Creating a Series

If an organization has many retention categories, setting up some series can assist with managing the view of the retention schedule hierarchies. You can nest series within each other. Series are also useful for creating work-in-progress retention schedules because series can be hidden from users, which prevents users from filing any items into the hidden series.

To create the series, open the **Browse Content** tray and click the **Retention Schedules** link. Navigate to the series level in which to create a series. From the main **Actions** list, click **Create Series**. Enter an identifier and a name for the series. Click **Create**. The series is displayed in both the Browse Content tray area and in the Retention Schedule list.

Creating a Retention Category

A retention category is a retention schedule object that has associated security settings and disposition instructions defined. Retention categories cannot be nested within other retention categories.

Note: If ACLs are on the retention category, the user must also be on the ACL to view or access the retention category.

To create a category, open the **Browse Content** tray and click the **Retention Schedules** link. Select **Create—Create Retention Category** from the Page menu. Configure the necessary information for the category. Several fields are optional. Required fields are indicated by red typeface on the Create Retention Category screen.

When done, click **Create**. The Dispositions Instructions page is displayed so you can create a disposition rule. To create a rule later, click **Submit Update**.

For detailed instructions about disposition rules and disposition examples, see Configuring Content Triggers, Dispositions, and Freezes (page 3-8) and Chapter 13 (*Defining Disposition Instructions)*.

CONFIGURING CONTENT TRIGGERS, DISPOSITIONS, AND FREEZES

Other retention elements can be configured to help you manage your retention content. Triggers are used to initiate the disposition of content in a specified way and at specified periods of time. Freezes can be applied to content as needed. Content can be kept 'frozen' for specified amounts of time.

This section provides an overview of triggers, dispositions and freezes. For complete details, see Chapter 8 (*Setting up Triggers)*, Chapter 11 (*Configuring Dispositions and Freezes)* and Chapter 13 (*Defining Disposition Instructions)*.

This section covers the following topics:

❖ Triggers (page 3-8)

❖ Dispositions (page 3-9)

❖ Freezes (page 3-11)

Triggers

Two types of triggers can be used to initiate disposition processing:

❖ System derived triggers are built-in triggers based on defined events such as a preceding action or a change in states.

❖ Custom triggers can be created by administrators to define specific events. A custom trigger can affect all eligible content items within a given retention category; whereas a system-derived trigger may only affect one content item within a retention category,

because it may be the only item that is in a given state. You can define three types of custom triggers:

- Global triggers, which ocur at a defined time
- Custom direct triggers, which use metadata fields as triggering events
- Custom indirect triggers, which occur on a regular schedule

Custom triggers appear in the Triggering Events list of the Disposition Rules screen. For further information, see Chapter 13 (*Defining Disposition Instructions)*.

Select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2). Select the type of trigger to create (Global Trigger, Custom Direct, or Indirect). Click **Add**. Configure the different options associated with the trigger. See Creating or Editing a Trigger (page 8-5) for complete details about the different custom trigger types and how to add them.

Dispositions

Dispostions are predefined actions taken on content, usually for items no longer needed for current business. See Chapter 11 (*Configuring Dispositions and Freezes)* for details.

A disposition is defined using instructions. An instruction usually follows this sequence:

When a *triggering event* occurs, wait a specified *rentention period*, then perform a specified *action*.

Instructions are created within retention categories. Child content items inherit dispositions from their parent retention category. You can use the built-in disposition actions provided with your system or create your own.

Disposition Types

The following types of dispositions are available:

❖ An *event disposition* is used when items are eligible for disposition when an event takes place. The event itself acts as a closing occurrence.

❖ A *time disposition* has a fixed retention period. The retention period must transpire before the disposition instruction takes action on the content item.

❖ A *time-event disposition* is a disposition instruction that begins with a specified triggering event. After the event has transpired, then the content item is cut off and the retention period is applied.

Triggering Events

A disposition instruction is activated when a ***triggering event*** occurs. Events can be split into general categories:

❖ those based on a preceding action

❖ those based on a content state

❖ those based on a custom trigger

Each category has several different events. For example, content states include the , Superseded triggering event, No Longer Latest Revision triggering event, and so on.

See Triggering Events (page 13-4) for a complete list of triggering actions.

Retention Periods

The retention period is the interval of time after the triggering event before a disposition action is performed. Built-in period units are available or you can also create your own (see Creating or Editing a Custom Time Period (page 9-3)).

Disposition Actions

A disposition action defines what happens after Triggering Events (page 3-10) occur and Retention Periods (page 3-10), if any, have passed. Several built-in disposition actions are available or you can create your own.

Important: Records Manager Corporate Edition does not perform the disposition action itself; rather, it sends an e-mail notification to the person responsible for carrying out the action.

Actions can be separated into several categories:

❖ ***General Actions:*** these include delete old revisions, no action, and so on.

❖ ***Retention Actions***: these include Delete Previous Revision, Delete Revision, and so on.

Disposition Rules

After configuring the types of dispositions, you need to establish the rules used by the dispositions when evaluating content. Rules apply to all content in a category by default. See Disposition Example (page 13-10) for specific procedures detailing different types of rules.

Freezes

Freezing a content item inhibits disposition processing. In addition, metadata for the item is also frozen.

You can predefine freeze types in order to better control the freeze/hold process. See Chapter 11 (*Configuring Dispositions and Freezes)* for details.

4

CORPORATE EDITION INTERFACE

OVERVIEW

This chapter describes the key elements of the product interface. It covers the following topics:

❖ Interface Overview (page 4-1)

❖ Individual Action Menus (page 4-3)

INTERFACE OVERVIEW

When Corporate Edition is installed, a link to the Configure Retention Administration Page (page 6-2)is added to the **Administration** tray in the left navigation area of the Tray layout. Administrative users will see all options on that page. Other users (for example, those assigned privileged roles) may see a much smaller subset of the administrator menu, depending on their assigned rights.

Note: The exact menu options that any user sees depend on the rights assigned to that user. See Assigning Rights to User Roles (page 5-11)).

Use this page to set most of the configuration options for your system. To access this page, select **Configure Retention Administration** from the **Administration** tray.

Permissions: The Admin.RecordManager right is required to use this page. This right is assigned by default to the 'retadmin' role.

Figure 4-2   Configure Retention Administration page

See Configure Retention Administration Page (page 6-2) for details about using this page. The following is an overview of the options on the page:

❖ Top Page Menu: This menu contains the following options:

- **Configure:** This option is used to perform a number of configuration tasks, including defining triggers, periods, supplemental markings, security classifications, freezes, dispositions, custom security fields (if enabled on the Configure Retention Administration Page (page 6-2), custom metadata, and related content types. Other users may be able to perform a subset of these tasks, depending on their assigned rights.

- **Screening**: This option is used to perform a variety of screening operations, including screening by retention category, screen by content,and other screening options. For further information about screening, see the *Records Manager Corporate Edition Maintenance Guide*.

- **Update**: This option is only available if the noRmaSecurity right is enabled. It is used to generate updates to internal content and retention categories. With this option you can quickly change multiple values, either immediately or on a scheduled basis. For more information, see the *Records Manager Corporate Edition Maintenance Guide*.

- **Tasks**: This option is used to perform disposition actions, freezes, import and export files, and create reports. For further information about processing retention assignments, see the *Records Manager Corporate Edition Maintenance Guide*.

- **Reports**: This option is used to generate a variety of reports, including users, users and their roles, aliases, and a combination of users and aliases. For further information about reports, see the *Records Manager Corporate Edition Maintenance Guide*.

- **Audit**: This option lets administrative users specify what actions on content should be recorded in the audit trail and what should be used in audit trails.

- **Batch Services**: These options allow administrative users to run scheduled batch services immediately, rather than wait for the scheduled time. Options are used to run all batch services, process notifications, or process actions and reviews.

❖ **Main body:** This portion of the page is used to configure a number of system preferences, including security options, fiscal calendar start date, e-mail notifications of pending reviews, and user-friendly captions for disposition instructions and screening queries.

INDIVIDUAL ACTION MENUS

When using this product, individual pulldown Action menus are available for many items.

Figure 4-3   Actions menu
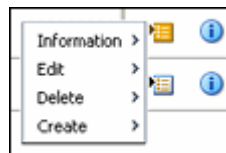
The options on this menu vary depending on the type of item used (content, retention category, and so on). In this documentation, a designation such as **Information—Recent Reviews** indicates you should select the **Information** option from the **Actions** menu, followed by selecting the **Recent Reviews** suboption.

The following list summarizes the most commonly seen menu options:

❖ **Information**: displays a submenu that allows you to access information pages for folders, life cycle of the item, recent reviews, metadata history, and retention schedule reports.

❖ **Edit**: provides quick links to edit pages for folders or reviews, as well as options to move, close, freeze, or unfreeze an item.

❖ **Delete**: provides options to delete the item or perform a recursive delete (delete tree).

❖ **Create**: provides options to create items appropriate to the location in the hierarchy. For example, if this is the action menu for a retention category, Create suboptions include Series and Retention Category.

Clicking the Info icon (🛈) displays the Information page for the item. The Action menu options described previously are then available on the Page menu on the item's information page.

CONTENT SERVER MENUS

When you install Records Manager Corporate Edition the Search menu for Content Server is changed due to default profile pages.

The additional menu option can be used to to help you quickly narrow down your searches. Note that the Screening option on the Search menu is dependent on security rights assigned to the user.

When viewing search results, a query menu is added to the search results page.

Figure 4-4   Query Menu on Search Results
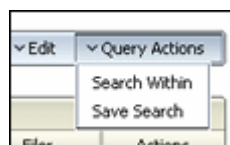
The options on this menu let you narrow your search by selecting new fields from those already selected, or to save the search under a file name for use later. See the *Content Server User Guide* for more details about searching and saving query results.

You can change profiles and further refine options by using the **Configure—Profile— Profile <type>** option on the Configure Retention Administration Page (page 6-2).

SETTING UP SECURITY

OVERVIEW

There are multiple layers of security in Corporate Edition, including roles, rights, security grups, and access control lists. As with the standard content server security model, the final determination of permissions and privileges is determined by the intersection of all security mechanisms in place. The strictest setting prevails.

You can also use Content Server's accounts security model in addition to the options provided by Corporate Edition. For more information about the account security model, see the Content Server administrator documentation.

This section covers the following topics:

Concepts

Tasks

❖ Assigning Rights to User Roles (page 5-11)

Interface

❖ Edit RMA Rights Screen (page 5-12)

RETENTION MANAGEMENT IN AN ORGANIZATION

Most people in the various departments of an organization can check in a content item, search for it, and view it.

A much smaller group of people is typically granted rights to perform some additional functions not allowed for basic users (for example, creating triggers or retention schedules).

A very limited number of people are retention administrators, who are typically responsible for setting up and maintaining the retention management infrastructure. Retention administrators have the widest range of rights to perform retention management tasks. For example, they can usually perform *all* retention and disposition actions, including those assigned to others. The retention administrators are often in the legal department of an organization, which can drive the efforts for effective and efficient retention management.

Corporate Edition comes with predefined management roles called 'retuser' and 'retadmin'. Each of these standard roles provides a default set of permissions and rights, which coincide with the typical responsibilities of basic users and administrators, respectively. However, these roles can easily be modified to suit specific retention management needs. You can also create new roles and assign retention management rights to them, or grant retention management rights to existing Content Server roles.

Users without specific retention rights can still apply lifecycle to content items.

Important: Retention management consists of more than just software. You also need to have the appropriate organizational structures and policies in place in your organization.

ROLES

Corporate Edition comes with predefined user roles, discussed in detail in Access Control Lists (ACLs) (page 5-10):

❖ **retuser:** This role is generally assigned to basic users. It allows them to perform basic management tasks. Users with this role have read permission (R) to the Public security group.

❖ **retadmin:** This role is generally assigned to administrators, who are responsible for setting up and maintaining the retention management infrastructure and environment. These users have the widest range of rights to perform management tasks.

Each of these predefined roles comes with a default set of permissions and rights, but these can be modified to suit your specific needs. You can also create new roles and assign retention management rights to them, or grant management rights to existing Content Server roles. This enables you to define a very granular security model for your environment.

Note: Role permissions are additive, just as in Content Server. If your organization uses accounts, the accounts are a hierarchical overlay to your current security model.

RIGHTS

Access to the majority of functions is controlled by rights that are assigned to Content Server user roles. The predefined management roles each have a default set of rights assigned to them, but the roles can easily be modified to restrict or expand their access to management functions (see Assigning Rights to User Roles (page 5-11) for details).

If the Related Content component is installed, the Record.CreateLink and Record.Unlink rights are set by default for users.

Note: The ability to browse and view the retention schedule not only depends on assigned rights, but also on any other applied security features.

The following table gives more detailed information about tasks that can be performed in Corporate Edition and the rights required to perform each task. See each designated chapter for further details about the specific permissions required for individual tasks.

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
TRIGGERS. See Chapter 8 (*Setting up Triggers)*			
View information about triggers	Admin.Triggers or Admin.RecordManager		X
Create a trigger	Admin.Triggers		X
Edit a trigger	Admin.Triggers		X
Delete a trigger	Admin.Triggers *and* Delete permission for the trigger's security group		X
PERIODS. See Chapter 9 (*Configuring Time Periods)*			
View information about periods	Admin.Triggers or Admin.RecordManager		X
Create a period	Admin.RecordManager		X
Edit a custom period	Admin.RecordManager		X
Delete a custom period	Admin.RecordManager		X
CUSTOM CATEGORY. See Chapter 10 (*Custom Metadata Fields)*			
Create custom categoryfield	Admin.RecordManager		X
Edit custom category field	Admin.RecordManager		X
Delete custom categoryfield	Admin.RecordManager		X
FREEZES. See Freezes (page 11-11)			
View information about freezes	Admin.RecordManager		X
Creating freezes	Admin.RecordManager		X
Edit freezes	Admin.RecordManager		X

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
Delete freezes	Admin.RecordManager *and* Delete permission for the freeze's security group		X
Sending e-mail notifications about freezes	Admin.RecordManager		X
SERIES. See (Using a Series (page 7-6)			
Browse and view information about a series	Series.Read		X
Create a series	Series.Create		X
Edit a series	Series.Edit		X
Hide a series	Series.Hide/Unhide		X
Unhide a series	Series.Hide/Unhide		X
Move a series	Series.Move		X
Delete a series	Series.Delete		X
CATEGORIES. See Retention Categories (page 7-12)			
Browse and view information about retention categories (including disposition instructions)	Category.Read		X
Create a retention category	Category.Create		X
Edit a retention category	Category.Edit		X
Edit the review information for a retention category	Category.EditReview		X
Move a retention category	Category.Move		X

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
Delete a retention category	Category.Delete		X
Apply/reapply disposition rules to specific/all content items in a retention category	Category.Edit		X
CONTENT. See the *Records Manager Corporate Edition System Maintenance Guide*			
* Download a content item for viewing	Record.Read		X
* View information about a content item	Record.Read		X
View the life cycle of a content item	Record.Read		X
* View the review history of a content item	Record.Read		X
Edit the review information for a content item	Record.EditReview	X	X
* Create or check in a content item	Record.Create		X
* Search for content items	Record.Read		X
Link content items	Record.CreateLink	X	X
Unlink content items	Record.Unlink	X	X
* Delete a content item	Record.Delete		X
Freeze a content item	Record.Freeze/Unfreeze		X
Unfreeze a content item	Record.Freeze/Unfreeze		X

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
Move a content item to another category.	Record.Edit		X
Review a content item	Admin. PerformPendingReviews	X	X
DISPOSITION RULES. See Chapter 13 (*Defining Disposition Instructions)*			
View disposition information	Category.Read		X
Enable/disable user-friendly disposition captions	Admin.RecordManager		X
Create disposition rules	Category.Create		X
Edit disposition rules	Category.Edit		X
Define custom disposition actions	Admin.Custom DispositionActions		
ARCHIVING. See the *Records Manager Corporate Edition System Maintenance Guide*			
Import an archive	Admin.RetentionSchedulesArchive *and* other rights for specific items in the import.		X
Export an archive	Admin.RetentionSchedulesArchive and other rights for specific items in the export.		X
SCREENING. See the *Records Manager Corporate Edition System Maintenance Guide*			
Enable/disable user-friendly screening captions	Admin.RecordManager		X
Screen retention categories	Admin.Screening		X
Screen content	Admin.Screening		X

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
AUDIT TRAILS. See the *Records Manager Corporate Edition System Maintenance Guide*			
Configure the audit trail	Admin.Audit		X
Select what metadata fields to include in the audit trail	Admin.SelectMeta		X
Generate and view an audit trail	Admin.Audit		X
Search with audit trails	Admin.Audit		X
Set default metadata for checking in audit trails	Admin.Audit		X
Check in and archive audit trails	Admin.Audit		X
Search archived audit trails	Admin.Audit		X
LINKS Chapter 12 (*Configuring Related Content (Links))*. Only available if the Related Content component is installed			
Add custom link types	Admin.ConfigureLinkTypes		X
Edit custom link types	Admin.ConfigureLinkTypes		X
Delete custom link types	Admin.ConfigureLinkTypes		X
Create links between content items	Record.CreateLink	X	X
Remove links between items	Record.Unlink	X	X
GENERATING REPORTS. See the *Records Manager Corporate Edition System Maintenance Guide*			
Create a user group report	Admin.Reports		X
Create a role report	Admin.Reports		X

Function	Required Right	Defaults for Predefined Roles	
		retuser	retadmin
Create a group report	Admin.Reports		X
Create a user-group report	Admin.Reports		X
OTHER TASKS			
Configure the root nodes	Admin.RecordManager		X
Set the fiscal calendar	Admin.RecordManager		X
Perform disposition actions (processing events)	Admin.PerformActions		X
Specify the default recipient(s) for notifications	Admin.RecordManager		X

Those entries marked with an asterisk (*) indicate tasks which a user can perform outside the retention schedule without any specific retention role rights.

Note: The previous table outlines the default configuration. The security model is highly customizable, which means that it can be modified to suit the needs of your specific environment.

SECURITY GROUPS

Corporate Edition comes with a predefined security group called "RetentionGroup." A security group defines security on a group of content. In the case of retention management, the RetentionGroup security group defines security for a group of content.

Users with the predefined 'retuser' role have read and write permission (RW) to this security group. Users with the 'retadmin' role have read, write, delete, and admin permission (RWDA) to this security group.

ACCESS CONTROL LISTS (ACLS)

Access control lists (ACLs) are intended to manage the security model on dispositions. You can assign ACLs to the following retention schedule components:

❖ triggers

❖ retention categories

You can use ACLs to control user and group access permissions for triggers and categories. You can assign the ACL for each category and trigger you create.

If your organization is not required to use ACLs, you might want to consider disabling ACLs for faster search retrieval performance.

SECURITY MATRIX

The table below shows a matrix of content and retention schedule components, and the corresponding permissions for each predefined role.

Objects and Retention Schedule Components	Subject to Additional Security of Type	basic user (retuser)	administrator (retadmin)
Content Items	Rights; ACLs	RW	RWDA
Categories	Rights; ACLs	R	RWD
Series	Rights	R	RWD
Triggers	Rights; ACLs		RWDA **Note:** Only custom triggers can be deleted.
Periods	Rights		RWD **Note:** Only custom periods can be deleted.

SETTING SECURITY PREFERENCES

Security preferences are set on the Configure Retention Administration Page (page 6-2). The security preferences set on that page are in addition to those provided with the standard Stellent content server.

Caution: After your production environment is underway, it is recommended that you do not change the security settings for ACLs or the default Content Server security.

To configure security settings for Corporate Edition, complete the following steps:

1. Select **Configure Retention Administration** from the **Administration** tray.

   The Configure Retention Administration Page (page 6-2) is displayed.

2. (Optional based on your security model): To make use of Access Control List Security, select the **ACL-based security** check box.

3. (Recommended): To activate the default security inherent in Universal Content Management for extra security on categories and triggers, select the **Default Content Server security on Categories and Triggers** check box. To not set the additional security on categories and triggers, clear the check box.

4. Click **Submit Update**. A message is displayed saying that retention management has been configured successfully.

ASSIGNING RIGHTS TO USER ROLES

Records Manager Corporate Edition comes with predefined roles: 'rma,' and 'rmaadmin.' Each of these roles has a number of default rights, which define what users with that role are allowed to do. For further details about roles and their default rights, see Rights (page 5-3).

This section discusses the following topics:

❖ Setting Rights for Roles (page 5-11)

❖ Edit RMA Rights Screen (page 5-12)

Setting Rights for Roles

Rights define what actions users are allowed to perform on content items. To assign rights to user roles, complete the following steps:

1. Select **Admin Applets** from the **Administration** tray.

    The Administration Applets page for your server is displayed.

2. Click the **User Admin** icon.

    The User Admin utility starts.

3. Choose **Security—Permissions by Role** from the menu.

4. Select the role to review or modify. Click **Edit RMA Rights**.

    The Edit RMA Rights Screen (page 5-12) is displayed.

5. Set the appropriate rights by selecting or clearing the check boxes on the various tabs.

6. Click **OK** when you finish.

7. Click **Close** to exit the Permissions by Role screen.

Edit RMA Rights Screen

Use this screen to assign management rights to Content Server and/or Retention Manager roles. To access the Edit RMA Rights screen, complete the following steps:

1. Select **Admin Applets** from the **Administration** tray.

    The Administration Applets page for your server is displayed.

2. Click the **User Admin** icon.

    The User Admin utility starts.

3. Choose **Security—Permissions by Role** from the menu. Select a role to view the rights. In the following example, 'rmaadmin' was selected.

4. Click **Edit RMA Right.**

    The Edit RMA Rights screen is displayed.

Figure 5-5   Edit RMA Rights dialog
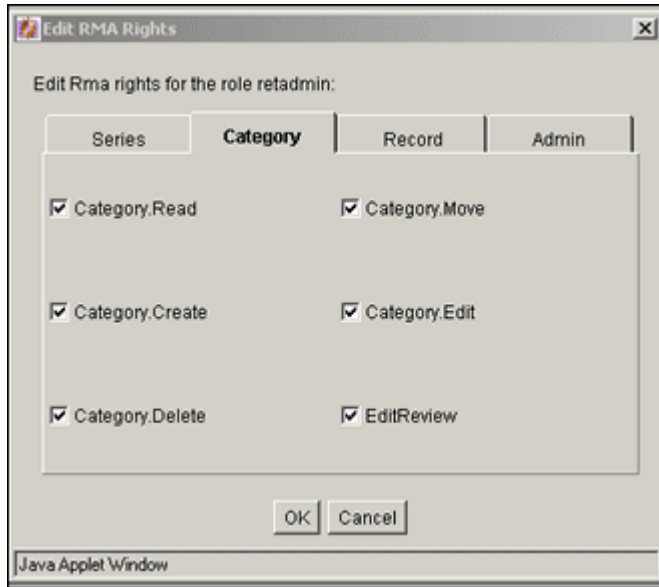
Screen Features

The table below describes the features of the Edit RMA Rights screen, as well as the default rights for each of the predefined roles.

Note: Some of the rights are interconnected. Enabling or disabling certain options automatically enables or disables other options. For example, if you disable the Record.Create option on the Record tab, some of the other options on that tab are disabled as well. Conversely, if you enable the Category.Create option on the Category tab and the Category.Read option is not yet enabled, it will be enabled automatically.

Feature	Description	Defaults Rights for Roles	
		retuser	**retadmin**
SERIES TAB (See Using a Series (page 7-6))			
Read	If enabled, the user can view information about a series.		X
Create	If enabled, the user can create a series.		X

Feature	Description	Defaults Rights for Roles	
		retuser	retadmin
Delete	If enabled, the user can delete a series.		X
Move	If enabled, the user can move a series.		X
Edit	If enabled, the user can edit a series.		X
Hide/Unhide	If enabled, the user hide and unhide a series.		X
CATEGORY TAB (See Retention Categories (page 7-12))			
Read	If enabled, the user can view information about a retention category.		X
Create	If enabled, the user can create a retention category.		X
Delete	If enabled, the user can delete a retention category.		X
Move	If enabled, the user can move a retention category.		X
Edit	If enabled, the user can edit a retention category.		X
EditReview	If enabled, the user can edit a retention category that is subject to review.		X
RECORD TAB (See the *Records Manager Corporate Edition System Maintenance Guide*)			
Read	If enabled, the user can view information about a content item.		X
Edit	If enabled, the user can edit a ontent item.		X
EditReview	If enabled, the user can edit a content item that is subject to review .	X	X

Feature	Description	Defaults Rights for Roles	
		retuser	**retadmin**
CreateLink	If the Related Content component is installed and this is enabled, the user can link content items. See Linking Items (page 12-9).	X	X
NoPostFilterSearch	If enabled, the user can unfilter search results. The results include content items that the user has no access to based on custom security fields, and ACLs. If the user has no access to acontent item in the search results, clicking on it results in an "access denied" error. By enabling this option, search queries are executed much faster because no complex post-filtering needs to be performed. Users with this right can still only access items they have been explicitly granted access privileges to based on security groups and accounts. They will *see* other results in the search results list, but cannot access them. However, they will see some metadata information about the content item (for example, their title), which may interfere with your organization's security model.		
Create	If enabled, the user can create or check in a content item into the retention schedule. For details, see the *Records Manager Corporate Edition User Guide*.		X
Delete	If enabled, the user can delete a content item within the retention schedule.		X

Feature	Description	Defaults Rights for Roles	
		retuser	retadmin
Freeze/Unfreeze	If enabled, the user can freeze and unfreeze a content item.		X
Unlink	If the Related Content component is installed and this is enabled, the user can unlink content. See Unlinking an Item (page 12-10).	X	X
ADMIN TAB			
RecordManager	If enabled, the user can configure a number of settings in the environment and also set up and administer periods, custom security fields, custom category metadata fields and freezes.		X
Screening	If enabled, the user can screen retention categories and items. See the *Records Manager Corporate Edition System Maintenance Guide*.		X
PerformActions	If enabled, the user can process content assignments. See the *Records Manager Corporate Edition System Maintenance Guide.*.		X
Triggers	If enabled, the user can work with global triggers, custom direct triggers, and indirect triggers. See Creating or Editing a Trigger (page 8-5). **Note:** To delete a trigger, you also need Delete permission (D) for the trigger's security group.		X
CustomDispositionActions	When enabled, allows the user to define disposition actions. See Managing Dispositions (page 13-7).		

Feature	Description	Defaults Rights for Roles	
		retuser	retadmin
Reports	If enabled, the user can generate user and group reports. See the *Records Manager Corporate Edition System Maintenance Guide*.		X
RetentionSchedules Archive	If enabled, the user can import and export a retention schedule archive. See the *Records Manager Corporate Edition System Maintenance Guide*.		X
SelectAuthor	If enabled, the user can select a different filer (author) for a category than him/herself.		X
SelectMeta	If enabled, the user can select what metadata will be included on audits.		x
Audit	If enabled, the user can work with audit trials. See the *Records Manager Corporate Edition System Maintenance Guide*.		X
ConfigureLinkTypes	If the Related Content component is installed and this is enabled, the user can manage custom content links. See Chapter 12 (*Configuring Related Content (Links)*).		X
PerformPendingReviews	If enabled, the user can perform pending reviews. See the *Records Manager Corporate Edition System Maintenance Guide*.	X	X

Feature	Description	Defaults Rights for Roles	
		retuser	retadmin
NoRmaSecurity	If enabled, the user becomes "immune" to custom security fields, and ACLs. Their access is unrestricted by these security features. In addition, this option turns off search post-filtering, so search results include content items that the user has not been explicitly granted access to. This right can be used to give sysadmins the privilege to access every content item in the system. **Note:** Access to content items continues to be restricted by security groups and accounts.		

Important: When a user has Admin permission to a security group but does not have the Admin.SelectAuthor right, the user is still able to select an author at checkin. The Admin.SelectAuthor right is used only to add that functionality to a user who does not have Admin permission to a group.

GENERAL CONFIGURATION OPTIONS

OVERVIEW

This chapter is for administrators who are responsible for configuring Corporate Edition (generally those with the 'retadmin' role). Certain configuration procedures described here and in other chapters may also apply to other users if they have been given the appropriate rights. The required rights are noted for each procedure.

This chapter covers the following topics:

❖ Configuring Retention Administration (page 6-1)

❖ Configuring the Root Nodes (page 6-9)

❖ Configuration Variables (page 6-10)

CONFIGURING RETENTION ADMINISTRATION

A number of system-wide configuration settings for the Corporate Edition environment are specified on the Configure Retention Administration Page (page 6-2). This chapter discusses the following configuration screens and tasks.

❖ Configure Retention Administration Page (page 6-2)

❖ Setting the Fiscal Calendar (page 6-7)

❖ Setting the Default Notification Recipient(s) (page 6-8)

Configure Retention Administration Page

Use this page to set most of the configuration options for your system. To access this page, select **Configure Retention Administration** from the **Administration** tray.
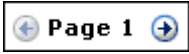
Permissions: The Admin.RecordManager right is required to use this page. This right is assigned by default to the 'retadmin' role.

Figure 6-6   Configure Retention Administration page

Feature	Description
Start of Fiscal Calendar	Specify the date by typing the day of the month and selecting the month from the dropdown list. ❖ Required for processing fiscal date periods. ❖ Initial default: April 1.

Feature	Description
Notify recipient	Specify the user name(s) of the person(s) responsible for reviewing content and pending disposition events. E-mail notifications are sent to the person when it is time to review a content item or process a pending event. To specify more than one person, separate them with commas. All persons selected for default notification should be assigned the 'retadmin' role. See Setting the Default Notification Recipient(s) (page 6-8).
Archive Meta Data Format	Specify the file format that the metadata for items in a disposition bundle (for example, a zipped archive of items affected by a transfer, archive, or disposition action created using the Get Content command) will be stored in. There are three options: • hda—This archives the metadata in Oracle's proprietary HDA file format, which is specific to Content Server. • xml—This archives the metadata in the eXtensible Markup Language (XML) format, which can be read and processed further by other applications. • csv—(initial default) This archives the metadata in the comma-separated values (CSV) format, which can be read by Microsoft Excel and other applications.
Disposition List Result Count	Specify the maximum number of items that are displayed. ❖ Initial default: 20. ❖ If the list contains more items than displayed, navigation controls are added to move between pages.
Log Metadata Changes	Select this check box to enable tracking item-level metadata changes. ❖ Initial default: enabled.

Feature	Description
User-friendly disposition	Select this check box to enable more user-friendly language for disposition rules. The disposition captions are displayed in the Disposition Information page and Disposition Rule screen. ❖ Initial default: not enabled (i.e., standard disposition and query language is used).
ACL-based security	This setting enables security based on access control lists (ACLs). It enables the Group and User Permissions fields on the Create/Edit Retention Category and Trigger pages, where you can create access control lists to assign security permissions. ❖ Initial default: enabled.
Default Content Server security on Retention Schedule objects	This setting enables the default Content Server security on retention categories and triggers. It enables the standard Security Group and Filer fields on the Create and Edit Retention Category, Custom Disposition Action, Freeze, and Triggers screens, so that you can assign additional security on those retention schedule objects and components. ❖ Initial default: enabled. **Tech Tip:** Do not change this setting after your production environment is under way. If your organization requires a change to this feature after your production environment is running, call Technical Support for assistance.
Show Export Date	Select this check box to enable users to export items in the retention schedule that have changed since a specific date. ❖ Initial default: not enabled (i.e., date field not displayed).

Feature	Description
Only allow scheduled screening	Select this check box to allow only scheduled screening reports rather than to permit users to start them manually. This option hides the "Search" button on the screening page so all screening requests must be scheduled. This is useful in environments where the total number of items in the system is so large that it is impractical to have users wait for screening reports. ❖ Initial default: not enabled (i.e., manual screening is allowed).
Only allow scheduled disposition actions	Select this check box to allow only scheduled disposition actions rather than permit users to start them manually. Users are only able to perform their pending assignments by scheduling them. This is useful in environments where disposition actions typically take too long to have users waiting for them. ❖ Initial default: not enabled (i.e., manual disposition actions are allowed).
Do Not Notify Authors	Select this check box if you do not want e-mail notifications to be sent for pending events, reviews, and the Notify Authors disposition action. ❖ Initial default: not enabled (i.e., e-mail notifications are sent).
Use Page Navigation	Select this check box to display more elaborate page navigation controls (including the total number of pages) on the screening results lists. ❖ Initial default: enabled (i.e., more elaborate page navigation is used). Page navigation on: Page navigation off:

Feature	Description
Disable Lifecycle Update	This option stops the updating of disposition dates and review date computation and the update for changed or new content items. This setting can be used when uploading large batches of data.
Allow Destroy Contents and Records and leave Metadata	If checked, when contents are destroyed the metadata field is still retained. If not checked, the metadata field is destroyed with the content.
Enable New Revision Date Trigger Field	If checked, this creates a custom metadata field of New Revision Date. When a new revision of a content item is checked in, the field is updated with the new revision's checked-in date.
Submit Update button	Submits your updated configuration settings.
Reset button	Resets the page to its initial default settings.
Quick Help button	Displays help information about this page.

Configuration Page Menus

The remaining chapters in this guide discuss how to configure the other components that interact with the objects in your retention schedule. The retention schedule components that you must configure for your retention schedule include defining triggers for triggering time, event, and time-event dispositions, and customizing periods for review cycles and retention periods. The triggers and periods are used for disposition processing rules.

The Configure menu at the top of the Configure Retention Administration Page (page 6-2) is used to configure the majority of functionality for Corporate Edition. Depending on the products chosen at installation, different options can appear. The following list describes all options that are possible:

❖ Disposition Actions: used to access a menus to create custom dispositions and to disable dispositions.

❖ Triggers: used to set up triggers, which are associated with the disposition rules for items. See Chapter 8 (*Setting up Triggers)* for complete instructions.

❖ Periods: used to set up the time periods used in dispositions. See Chapter 9 (*Configuring Time Periods)* for complete instructions.

❖ Freezes: used to configure freezes for dispositions. See Chapter 11 (*Configuring Dispositions and Freezes)* for details.

❖ Root Nodes: used to set up the root node, which is the basis of the retention schedules. See Configuring the Root Nodes (page 6-9) for details.

❖ Metadata Sets: used to access menus to configure custom metadata for your system. See Chapter 10 (*Custom Metadata Fields)* for details.

❖ Profiles: used to access menus to configure profiles for use on the system.

❖ Related Content Types: used to set up links between content. See Chapter 12 (*Configuring Related Content (Links))* for details.

The other menus (Reports, Audit, Screening, and so on) are all discussed in the Records Manager Corporate Edition System Maintenance Guide.

Setting the Fiscal Calendar

The fiscal calendar is the calendar used by your organization for financial and accounting purposes. A fiscal year may coincide with a calendar year (i.e., run from January 1 to December 31), but it does not need to. You can set your own fiscal calendar (for example, running from April 1 to March 31).

You need to specify the start date of your fiscal year only once, unless your organization changes their fiscal start date or the start date varies from year to year. You might also have to set the fiscal start date manually each year if your organization has a unique fiscal calendar start, such as the first Monday of each year, for example, because a date does not fall on the same weekday each year.

Permissions: The Admin.RecordManager right is required to perform this task. This right is assigned by default to the 'retadmin' role.

To set your fiscal calendar start date, complete the following steps:

1. Select **Configure Retention Administration** from the **Administration** tray.

   The Configure Retention Administration Page (page 6-2) is displayed.

2. Specify the date the fiscal year begins for your organization in the **Start of Fiscal Calendar** box. To enter a date, enter the starting date and select the month from the dropdown list. For example, if your organization starts its fiscal calendar on April 1, type 1 and select April from the list of months.

3. Click **Submit Update**.

A message is displayed saying that configuration was successful.

4.   Click **OK**.

Setting the Default Notification Recipient(s)

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

E-mail notifications are sent to users indicating that items require reviewing and marking as reviewed, or that a pending disposition event requires attention. Persons designated as the default recipients are able to view the pending items and disposition events of other users. The pending actions of other users are contained in the Other Assignments link in the My Content Server—My Retention Assignments area. For further information about processing retention assignments, see the *Records Manager Corporate Edition System Maintenance Guide*.

Permissions: You can also set the users who receive review and disposition schedule notifications at the retention category level. Any reviewers indicated specifically for a content item or retention category also receive notification in addition to the system default recipient(s). The users you select as the default notification recipients must have the Admin.PerformActions and Admin.PerformPendingReviews rights.

Note: You can also specify a notification reviewer for each disposition rule. For further details, see Disposition Rule Screen (page 13-13).

To set one or more default notification recipients, complete the following steps:

1.   Select **Configure Retention Administration** from the **Administration** tray.

The Configure Retention Administration Page (page 6-2) is displayed.

2.   In the **Notify recipient** box, specify one or more users who will be the default recipients for notifications. You can enter their user names separated by commas, or select one or more users from the dropdown list on the right.

3.   Click **Submit Update**.

A message is displayed saying that configuration was successful.

4.   Click **OK**.

CONFIGURING THE ROOT NODES

In the Configure Root Nodes page, you can view information about the top series node of the retention schedule. You can also hide the series, or generate a retention schedule report. This is especially useful when you are setting up a new retention schedule or areas of a retention schedule.

Tech Tip: You can generate a retention schedule report for the entire retention schedule from the Configure Root Nodes page, because it contains the top-level node.

Permissions: The Admin.RecordManager right is required to configure the root nodes. This right is assigned by default to the 'retadmin' role.

You can configure the root series nodes for your retention schedule on the Configure Root Nodes page. This page displays the top level parent node of the retention schedule. To access this page, complete the following steps:

1. Select **Configure—Root Nodes** from the Configure Retention Administration Page (page 6-2).

   Figure 6-7 is displayed.

Figure 6-7   Configure Root Nodes page
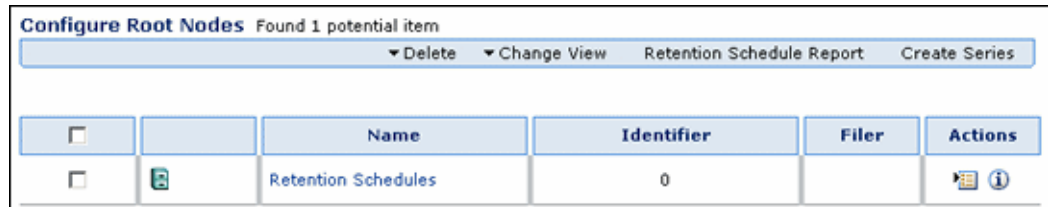
The Page menu and the Actions icon (⊟) popup menu for each root node have the following options:

❖ **Delete:** Deletes either the series or the tree. If a multiple nodes are selected, the Delete option on the Page menu will delete all selected nodes. The topmost root series does not have a parent series, because it is the root node. The information field **Is Root** is always "Yes" for this series, and the Parent Identifier is always "0".

❖ **Change View** (Page menu only): Changes the layout from Headline view (as shown) to Thumbnail view.

❖ **Retention Schedule Report**: Generates a retention schedule report for the *entire* retention schedule under the root node. For more information about retention schedule reports, see the *Records Manager Corporate Edition User Guide*.

❖ **Create Series**: Enables you to create a series at that node level. For more information, see Creating or Editing a Series (page 7-7).

CONFIGURATION VARIABLES

A number of configuration variables are available that can be included (or modified) in Corporate Edition's configuration file to change the behavior or interface of the application. The configuration file is located at *<CS_Instance_Dir>/* custom/RetentionManager/retentionmanager_environments.cfg.

The following section describes some of the more commonly used configuration variables.

❖ AllowRetentionPeriodWithoutCutoff (page 6-10)

❖ HideVitalReview (page 6-10)

AllowRetentionPeriodWithoutCutoff

This variable allows you to specify retention periods for triggers for content items.

❖ `AllowRetentionPeriodWithoutCutoff=true`: retention periods for triggers for content items are enabled. Default.

❖ `AllowRetentionPeriodWithoutCutoff=false`: retention periods are disabled.

You must restart the content server for this variable to take effect.

HideVitalReview

This variable allows you to hide Subject to Review related fields.

❖ `HideVitalReview=true`: Subject to Review fields are hidden.

❖ `HideVitalReview=false`: Subject to Review fields are revealed.

SETTING UP A RETENTION SCHEDULE

OVERVIEW

This section describes how to set up and administer the retention schedule for an organization. It covers the following topics:

Concepts

Tasks

Examples

Interface

ABOUT RETENTION SCHEDULES

Important: If your retention schedule contains 10,000 or more series or categories, then your database administrator should build database indices on the tables to enhance performance. For retention categories, add indices on the columns of the Categories and Dispositions tables. For series, add indices on the columns of the Series table. For further information about defining an index on a table column, see your database documentation.

A retention schedule is an organized hierarchy of series and categories, which allows you to cluster content items into similar groups, each with its own retention and disposition characteristics. In Records Manager Corporate Edition, you can create as many retention schedules as necessary for the requirements mandated by your organization.

Important: The retention schedule is not a contribution mechanism, but rather a disposition mechanism. It defines how and when content items should be processed during their lifecycle. It is not intended to check content items into the content server.

Planning Your Retention Schedule

Do not base a category on a dynamic feature such as organization hierarchy because organizations are reorganized on a frequent basis. Use static divisions for category departments, and be more generic with categories.

Retention Schedule Hierarchy

A typical hierarchy of a retention schedule consists of series and categories. Series are optional top-level nodes that can be nested. A retention category cannot be nested, due to the nature of its disposition schedules.Content items are filed directly into a retention category. The retention schedule is the top-most series root node. The top node is created automatically for you by the Corporate Edition component.

The remaining retention schedule objects—series or retention category—are created by the administrator. Administrators create content items for filing within the application. A series is an optional container created by the administrator. A retention category is required, and it contains disposition instructions for processing content. For obvious reasons, content items are a required constituent of the retention schedule.

While it is possible to file content items into multiple locations in the retention schedule, this is not recommended due to the complexity of processing multiple disposition schedules. For best performance results, items should be filed into a single category. When multiple disposition schedules are attached to an item, the item is processed by the disposition with the longest retention period.

Attribute Inheritance

Some of the attributes of retention schedule objects are inherited from parent objects. In certain cases, the attributes can be overridden at a lower level.

Some security settings are inherited and overridden as well, which is explained in Chapter 5 (*Setting Up Security)*.

Review Status Attributes

Review status, which includes the review period and reviewer, can be set at the retention category level and the item level. The lowest level (the item level) takes precedence if all information is of equal duration and is set at the category and item levels.

Disposition Instructions

Disposition instructions are defined at the retention category level. Content items inherit dispositions from their retention category. For more information, see Chapter 13 (*Defining Disposition Instructions)*.

Frozen Content Status

Content items inherit the freeze status if it is present on an ancestor. In addition to inheriting the freeze status, you can freeze at lower levels within a hierarchy where inheritance is not present.

Creating and Navigating Object Levels

You must be at a certain context, or level, within the retention schedule to work with retention schedule objects. Depending on your location within the hierarchy, different menu options appear in the main Actions list when browsing the retention schedule. The table below shows what retention schedule objects you can create at each level.

At this level:	You can create:
Series or root node	❖ Series ❖ Retention category
Retention category	❖ content item

Retention Schedule Menus

Menus are relative to the location in the hierarchy. For example, at the Folder level you can create a folder or a record. You cannot create a category.

The following list describes the possible menu options which may appear depending on the location in the hierarchy. Information in parenthesis indicates the area of the hierarchy where the information appears:

❖ **Information**

- Category Information (Category level): displays the Retention Category Information Page (page 7-26).

- Series Information (Series level): displays the Series Information Page (page 7-20).

- Disposition Information (Category level): displays the Disposition Information Page (page 13-15).

- Retention Schedule Report (all): creates a retention schedule report in the format specified when the system was configured.

❖ **Edit**

- Edit Retention Category (Category level): displays the Create or Edit Retention Category Page (page 7-22).

- Edit Disposition (Category level): displays the Disposition Instructions Page (page 13-12).

- Edit Review (Category level): displays the Edit Review information screen. See Records Manager Corporate Edition System Maintenance Guide for details.

- Edit Series (Series level): displays the Create or Edit Series Page (page 7-18).

- Move (all): displays the Select Retention Series or Category Screen (page 7-21).

- Hide (Series level): displays a prompt screen for you to indicate why the object is being hidden.

❖ **Delete**

- Delete Category (Category level): removes a category.

- Delete Tree (all): recursively deletes an object and its children.

- Delete Series (Series level): deletes a series.

❖ **Create**

- Create Record (Category level): displays the Content Checkin Form.

- Create Series (Series level): displays the Create or Edit Series Page (page 7-18).

- Create Retention Category (Series level): displays the Create or Edit Retention Category Page (page 7-22).

❖ **Change View**

- Thumbnail: presents a icon-based 'thumbnail' view.

- Headline: presents a horizontal, 'headline' view.

Main Root or Series Level

The main root node is considered the retention schedule series node. At the series level, you can create a series or retention category:

Figure 7-8   Browsing Series page

Retention Category Level

At the retention category level, you can create content. The Exploring Retention Category page provides a link that displays items filed within the category.

USING A SERIES

A series is an optional feature for organizing content items. If an organization has a multitude of retention categories, setting up series can assist with managing the view of the retention schedule hierarchies. You can nest series within each other. Series are also useful for creating work-in-progress retention schedules because series can be hidden from users, which prevents users from filing any items into the hidden series.

This section covers the following topics:

❖ Managing Series (page 7-7)

❖ See also Series Interface Screens (page 7-18) at the end of this chapter

Managing Series

Permissions: The appropriate rights are required to work with series. There are separate rights for reading (viewing), creating, deleting, moving, editing, and hiding/unhiding series. The predefined 'retadmin' role can perform any of the other series-related tasks.

The following tasks are involved in managing series:

- ❖ Creating or Editing a Series (page 7-7)
- ❖ Viewing Series Information (page 7-8)
- ❖ Hiding and Unhiding a Series (page 7-8)
- ❖ Moving a Series (page 7-9)
- ❖ Deleting a Series (page 7-10)
- ❖ Deleting a Tree (Recursive Delete) (page 7-11)

Creating or Editing a Series

You can create nested series; that is, a series within a series.

Permissions: The Series.Create right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the location in which to create the series.

3. Click **Create—Series** from the **Actions** list in an existing series or from the Page menu.

   The Create or Edit Series Page (page 7-18) is displayed.

4. Enter an identifier for the series in the **Series Identifier** text box.

5. Enter a name for the series in the **Series Name** text box.

6. Click **Create**. The series is displayed in both the Browse Content tray area and in the Retention Schedule list.

Use the following procedure to edit the name for the series. You can edit any information except the series identifier.

Permissions: The Series.Edit right is required to edit a series. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray, and click the **Retention Schedules** link.

    The Exploring Series "Retention Schedule" page is displayed.

2. In the **Actions** list for the series to edit, click **Edit—Edit Series**.

    The Create or Edit Series Page (page 7-18) is displayed.

3. Enter any changes to the value in the **Series Name** box, and click **Submit Update**. A message is displayed saying that the series was updated successfully.

4. Click **OK**.

You may also edit a series from the Series Information Page (page 7-20) by clicking **Edit** on the Page menu.

Viewing Series Information

Permissions: The Series.Read right is required to perform this action. This right is assigned by default to allroles.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

    The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series to view information.

3. In the row for the series, do one of the following:

    *   Click the Info icon (🛈).
    *   Click the Actions icon (📋), and choose **Information—Series** from the popup.

    The Series Information Page (page 7-20) is displayed. This page shows relevant information about the selected series.

4. Click **OK** when you finish viewing information.

Hiding and Unhiding a Series

A hidden series and its children are not visible to anyone without the Series.Hide/Unhide right. This feature provides a staging area for setting up and testing retention schedules. After a retention schedule is ready for production, you can unhide the series.

Permissions: The Series.Hide/Unhide right is required to perform these actions. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series to hide.

3. Choose **Edit—Hide** from the Item **Action** popup menu.

4. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

   If you confirmed the action, the series icon is now semi-transparent () to indicate it is hidden.

Follow this procedure to unhide the series:

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series to unhide.

3. Choose **Edit—Hide** from the Item **Action** popup menu.

4. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

   If you confirmed the action, the series icon is no longer semi-transparent to indicate it is not hidden.

Moving a Series

All child series, categories, and content items move with the parent series.

Permissions: The Series.Move right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series to move.

3. Choose **Edit—Move** from the Item **Action** popup menu.

    The Select Retention Series or Category Screen (page 7-21) is displayed.

4. Click to expand the tree, and click on the series to move to. The location field populates with the new location.

5. Click **OK**. The Exploring Series page displays the series in its new location.

To move multiple series, complete the following steps:

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

    The Exploring Series "Retention Schedule" page is displayed.

2. Click the **Select** check boxes for each series to move.

3. Choose **Move** from the Table **Actions** list. The Select Retention Series screen is displayed.

4. Click to expand the tree, and click on the series or category to which to move the category. The location field populates with the new location.

5. Click **OK**. The Exploring Series page and Browse Content area displays the series in its new location.

Deleting a Series

A series must be empty before you can delete it using the Delete command. An empty series means that it does not contain any child objects, such as series, categories, or content items. Be sure to move or delete content items, categories, and any nested series from the series to delete.

Tech Tip: To delete multiple series, enable the **Select** check boxes for the series and choose **Delete** from the Table **Actions** list. To delete a series and its child series and categories with one command, do a recursive delete with the Recursive Delete command. With either delete command, there must not be any items filed in a category. For more information, see Deleting a Tree (Recursive Delete) (page 7-11).

Permissions: The Series.Delete right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

    The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series to delete.

3. Choose **Delete—Series** from the Item **Action** popup menu.

4. You are prompted to confirm the delete. Click **OK** to delete the series, or **Cancel** to cancel the delete action.

5. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

   If you confirmed the action, the series is deleted from the retention schedule.

To delete multiple series, complete the following steps:

1. Open the **Browse Content** tray on the left, and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Click the check boxes for each series to delete.

3. From the Table **Actions** list, click **Delete**.

4. You are prompted to confirm the delete. Click **OK** to delete the series, or **Cancel** to cancel the delete action.

5. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

   If you confirmed the action, the series are deleted from the retention schedule.

Deleting a Tree (Recursive Delete)

Use this procedure to delete a series or category and all of its children, provided there are no items filed within a category. The recursive delete feature is useful for quickly eliminating obsolete sections of retention schedules. Otherwise, you have to manually delete each category and series from the bottom of a retention schedule hierarchy upwards.

Caution: Be sure you want to delete everything under and including the object you are deleting because you cannot undo a delete. To target a specific object to delete without the delete cascading down to child objects, use the Delete command instead.

Permissions: Delete rights for all retention schedule components in the tree are required. For example, if the tree consists of series and categories, Series.Delete and Category.Delete rights are required.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the series or retention category to delete.

3. Select **Delete—Delete Tree** from the Item **Action** popup menu.

4. You are prompted to confirm the delete. Click **OK** to delete, or **Cancel** to cancel the delete.

5. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

   If you confirmed the action, the series tree is deleted from the retention schedule.

RETENTION CATEGORIES

A retention category is a retention schedule object that has associated security settings and disposition instructions defined. Retention categories cannot be nested within other retention categories.

This section covers the following topics:

❖ Managing Retention Categories (page 7-12)

❖ Retention Category Examples (page 7-17)

❖ See also Category Interface Screens (page 7-21) at the end of this chapter

Note: If ACLs are on the retention category, the user must also be on the ACL to view or access the retention category.

After you are at the category level, you can create content items.

Managing Retention Categories

The following tasks are involved in managing retention categories:

❖ Creating or Editing a Retention Category (page 7-13)

❖ Viewing Retention Category Information (page 7-15)

❖ Moving a Retention Category (page 7-15)

❖ Deleting a Retention Category (page 7-16)

Permissions: The appropriate management rights are required to work with retention categories. There are separate rights for reading (viewing), creating, deleting, moving, and editing categories. The predefined 'retadmin' role can perform any of the other category-related tasks.

Creating or Editing a Retention Category

You can create retention categories at the root node level, or within a series.

Permissions: The Category.Create right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Click **Create—Create Retention Category** from the Page menu. You can also navigate to a listed series and click **Create—Create Retention Category** from the Item **Actions** list.

    The Create or Edit Retention Category Page (page 7-22) is displayed.

3. (Optional) If you do not want to accept the default security group select a group from the **Security Group** list. The **Default Content Server security for Categories and Triggers** check box must be enabled on the Configure Retention Administration Page (page 6-2).

4. (Optional) If Accounts are enabled, indicate the associated account for the category in the **Account** box.

5. (Optional) If your organization uses the default Content Server security on categories, select an author of the retention category from the **Author** list. The author defaults to the user currently logged in and entering the information.

6. Enter a *unique* identifier for the category in the **Retention Category Identifier** box.

7. Enter a name for the category in the **Retention Category Name** box.

8. Enter a description of up to 1000 characters in the **Retention Category Description** box.

9. If the content is not allowed to be deleted, select the **Disallow Content Delete** checkbox.

10. (Optional) If the retention category is to contain content for review, and you want all items to inherit the subject to review status, then do the following:

     a.   Select the **Subject to Review** check box.

     b.   To specify a reviewer for the retention category rather than allow the reviewer to revert to the notify recipient system default, select a reviewer from the **Reviewer** list.

     c.   Enter an integer value for the number of review periods in the **Review Period** text box.

     d.   Select the defined period from the **Review Period** list.

11. (Optional) If your organization uses access control lists (ACLs), then assign group permissions to the category:

     a.   To assign group permissions, click **Select** by the **Group Permissions** box. The Select Alias screen is displayed.

     b.   Select or type the alias, enable the Read, Write, Delete, and Admin permissions as appropriate for the alias, and click **Add to List**. Repeat this step for each alias to set permissions for, and click **OK**. The alias and its permissions display in the Group Permissions text box of the Create Retention Category page.

12. (Optional) If your organization uses access control lists (ACLs), then assign user permissions to the category:

     a.   By the **User Permissions** box, click **Select**. The Select User screen is displayed.

     b.   Select or type the user, enable the Read, Write, Delete, and Admin permissions as appropriate for the user, and click **Add to List**. Repeat this step for each user to set permissions for, and click **OK**. The user and their permissions display in the User Permissions text box of the Create Retention Category page.

13. Click **Create**. The Dispositions Instructions page is displayed. You can create a disposition rule at this time. If you do not want to create a disposition at this time, just click **Submit Update**.

For more detailed instructions about disposition rules and disposition examples, see Chapter 13 (*Defining Disposition Instructions)*.

Use this procedure to edit an existing retention category.

Permissions: The Category.Edit right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the retention category to edit.

3. Select **Edit—Edit Retention Category** from the Item **Actions** popup menu.

   The Create or Edit Retention Category Page (page 7-22) page is displayed.

4. Enter your changes to the available fields.

5. Click **Submit Update**. The successfully updated retention category message is displayed.

6. Click **OK**. The Exploring Series "Retention Schedule" page is displayed at the location to which you navigated.

Viewing Retention Category Information

Permissions: The Category.Read right is required to perform this action. All predefined roles this right.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the retention category to view information.

3. In the row for the category, do one of the following:
   - Click the Info icon ( ).
   - Choose **Information—Retention Category Information** from the Item **Actions** popup menu.

   The Retention Category Information Page (page 7-26) is displayed. This page shows relevant information about the selected retention category.

4. Click **OK** when done.

Moving a Retention Category

You can move a retention category to another series or to the root node retention schedule level.

Permissions: The Category.Move right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

   The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the retention category to move.

3. Select **Edit—Move** from the Item **Actions** popup menu.

The Select Retention Series or Category Screen (page 7-21) is displayed.

4. Click to expand the tree, and click on the series to which to move the category. The location field populates with the new location.

5. Click **OK**. The Exploring Series page and Browse Content area display the retention category in its new location.

Deleting a Retention Category

Use this procedure to delete a retention category. A retention category must be empty before you can delete it using the Delete command. To empty a retention category, you must move or delete any child content items.

Tech Tip: To delete multiple categories, enable the **Select** check boxes for the categories and choose **Delete** from the Table **Actions** list. To delete a retention category and its child categories with one command, do a recursive delete with the **Delete Tree** command. For more information, see .

Permissions: The Category.Delete right is required to perform this action. This right is assigned by default to the 'retadmin' role. Delete permission (D) for the RetentionGroup security group is also required.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the retention category to delete.

3. Choose **Delete—Delete Category** from the Item Actions popup menu.

4. You are prompted to confirm the delete. Click **OK** to delete the category, or **Cancel** to cancel the delete.

5. You are prompted to enter a reason for the action. If desired, enter a reason, and click **OK** to confirm. If you do not want to enter a reason, leave the text box empty, and click **OK**. If you click **Cancel**, the entire action is aborted.

If you confirmed the action, the retention category is deleted from the retention schedule.

Retention Category Examples

The following example demonstrates the use of retention categories:

❖ Creating a Retention Category that is Subject to Review (page 7-17)

Creating a Retention Category that is Subject to Review

This example retention category has a three month review period.

1. Open the **Browse Content** tray and click the **Retention Schedules** link.

    The Exploring Series "Retention Schedule" page is displayed.

2. Select **Create—Create Retention Category** from the Page menu.

    The Create or Edit Retention Category Page (page 7-22) is displayed.

3. Enter RCV-101 in the **Retention Category Identifier** box.

4. Enter Operational for Review in the **Retention Category Name** box.

5. Enter a description of up to 1000 characters in the **Retention Category Description** box. For this example, type RCV-101.

6. Select the **Subject to Review** check box.

7. Specify a **Reviewer** and a **Review Period**.

8. Click **Create**.

    The Disposition Instructions Page (page 13-12) is displayed.

    a. Click **Add**. The Disposition Rule Screen (page 13-13) is displayed.

    b. Select a Triggering Event.

    c. Enter 3 Calendar Months as **Wait For** (the **Retention Period**).

    d. In the **Do** (**Disposition Action**) list, select **Notify Authors**.

    e. Click **OK**.

9. Click **Submit Update**.

10. Click **OK**.

RETENTION SCHEDULE INTERFACE SCREENS

The following screens are used to manage Retention Schedules:

❖ Series Interface Screens (page 7-18)

❖ Category Interface Screens (page 7-21)

Series Interface Screens

The following screens are used to manage series:

❖ Create or Edit Series Page (page 7-18)

❖ Series Information Page (page 7-20)

❖ Select Retention Series or Category Screen (page 7-21)

A series is indicated in the interface by a folder cabinet icon:

Figure 7-9   Series icon

A hidden series icon appears as a more transparent image:

Figure 7-10 Hidden series icon

Create or Edit Series Page

Permissions: The Series.Create right is required to use these pages. This right is assigned by default to the 'retadmin' role.

Use the Create page to create a new series. To access this page, open the **Browse Content** tray and click the **Retention Schedules** link. From the Page **Create** menu, click **Create Series**.

Use the Edit Series page to edit the name of an existing series. To access this page, open the **Browse Content** tray on the left, and click the **Retention Schedules** link. In the series row to view, select **Edit—Edit Series** from the Item **Actions** popup menu. You can also edit a series by selecting **Edit—Edit Series** from the Page menu on the Series Information Page (page 7-20).

Feature	Description
Series Identifier	Enter a unique identifier for the series. This field is view-only on the edit page. ❖ Required ❖ Maximum characters: 100
Series Name	Enter a name for the series. ❖ Required ❖ Maximum characters: 100
Series Description	Enter a description for the series. ❖ Optional ❖ Maximum characters: 1,000
Create button (Create page only)	Creates the series.
Submit Update button (Edit page only)	Submits your updated edits.
Reset button	Resets the page to the initial default settings. If you are on an editing page, reset returns your original settings.

Series Information Page

Anyone with the Series.Read right (assigned to all predefined roles) can view this page. To access the Series Information page, open the **Browse Content** tray, and click the **Retention Schedules** link. Choose **Information—Series Information** from the Item **Actions** popup menu. You can also click the item's Info icon (ⓘ).

The following information about a series is available:

❖ **Series Identifier:** Displays the unique identifier for the series.

❖ **Series Name:** Displays the name of the series.

❖ **Series Description:** Displays the description of the series (only if a description was provided).

❖ **Parent Series Identifier:** If the series has a parent series, that is, it is a nested series, the Series Identifier is shown. If the series does not have a parent series, then this value displays a zero (0).

❖ **Is Root Series:** If this series is the main root node of the retention schedule, then this field displays "Yes." If this is not the main root of the retention schedule, then this field displays "No." For more information about root nodes, see Configuring the Root Nodes (page 6-9).

❖ **Hide:** If the series is hidden, this field displays "Yes." If the series is not hidden, this field displays "No."

Depending on your assigned rights, you may also see the **Actions** Page menu. See Retention Schedule Menus (page 7-4) for details about the available options.

Select Retention Series or Category Screen

Use this screen to select a series or category if you are moving it to another location. Series can be nested within a retention schedule.

Here are some tips for using this screen:

❖ To open the retention schedule, click the plus (+) sign or the icons to open it. Continue to click and expand the tree until you reach the location you want.

❖ The content items you can select are indicated in red text.

❖ The breadcrumb trail for the location you select appears in the box.

❖ When you are finished selecting an object, click **OK**.

Category Interface Screens

The following screens are used to manage categories:

❖ Select Retention Series or Category Screen (page 7-21)

❖ Create or Edit Retention Category Page (page 7-22)

❖ Retention Category Information Page (page 7-26)

❖ Retention Category Information Page (page 7-26)

A category is indicated in the interface by a folder icon with a superimposed clock image:

Figure 7-11   Retention category icon

Create or Edit Retention Category Page

Permissions: The Category.Create right is required to use the Create Retention Category page. This right is assigned by default to the 'retadmin' role.

Use the Create Retention Category page to create a new retention category. You can create retention category at the root node level, or within a series. To access the Create Retention Category page, open the **Browse Content** tray, and click the **Retention Schedules** link. Navigate to the location where you'll create a retention category. From the **Create** menu on the **Actions** list for the series or the Page menu, click **Create Retention Category**.

Use the Edit Retention Category page to edit an existing retention category. To access this page, open the **Browse Content** tray, and click the **Retention Schedules** link. Navigate to the retention category to edit. In the row for the retention category to edit, click **Edit— Edit Category** from the Item **Actions** popup menu. You can also edit a category by

selecting **Edit—Edit Category** from the Page menu on the Retention Category Information Page (page 7-26)**.**

Permissions: The Category.Edit right is required to use the Edit Retention Category page. This right is assigned by default to the 'retadmin' role.

Feature	Description
Security Group	Displays the security group allowed access to the category.
	Note: This field is only displayed if default Content Server security is enabled in the Configure Retention Administration Page (page 6-2).
Account	Select an account allowed access to the category.
	❖ Optional.
	Note: This field is only displayed if accounts are enabled in the content server. For more information, see the *Managing Security and User Access Guide.*
Filer	Displays the name of the person who initially created the retention category. Select the filer from the options list.
	Note: This field is only displayed if default Content Server security is enabled in the Configure Retention Administration Page (page 6-2).
Retention Category Identifier	Enter a unique identifier for the retention category.
	❖ Required.
	❖ Maximum characters: 100.
	This field is view-only on the edit page.
Retention Category Name	Enter a name for the retention category.
	❖ Required.
	❖ Maximum characters: 100.

Feature	Description
Retention Category Description	Enter a description of the retention category. ❖ Required. ❖ Maximum characters: 1,000.
Disposition Authority	Enter the code of the disposition authority for the retention category. ❖ Private sector organizations can indicate a person or department responsible for the items, or enter "none." ❖ Maximum characters: 100.
Subject to Review check box (Create page only)	Indicates if a retention category contains items subject to review. ❖ Optional. ❖ Default: not selected (i.e., not subject to review). After this check box is selected, the Reviewer and Review Period fields become available. To edit the review information for a retention category, you must access another page. For more information about managing categories, see the *Records Manager Corporate Edition System Maintenance Guide*.
Disallow Content Delete	If checked, indicates the contents cannot be deleted.
Reviewer (Create page only)	Select the person responsible for reviewing items from the list. The user receives an e-mail notification when a review period for the category indicates a review cycle, as determined by the review period for the category. If a reviewer is not specified at the retention category level, the **Notify recipient** reviewer receives notifications for review. The system default reviewer is specified in the Configure Retention Administration Page (page 6-2). To edit the review information for a retention category, you must access another page.

Feature	Description
Review Period text box and list (Create page only)	Enter an integer for the number of periods to cycle the content and select a corresponding period to go with the integer value from the Review Period list. To edit the review information for a retention category, you must access another page. For more information about managing reviews, see the *Records Manager Corporate Edition System Maintenance Guide*.
Group Permissions	Displays any group permissions assigned to the retention category. ❖ Optional. ❖ Maximum characters: 100. Note: This field is only displayed if ACL-based security is enabled. For more information, see Access Control Lists (ACLs) (page 5-10).
Select (Group) button	Opens the Select Alias screen so you can add groups to an access list and set permissions for each group. Note: This field is only displayed if ACL-based security is enabled. See Access Control Lists (ACLs) (page 5-10).
User Permissions	Displays any users granted access to the retention category. Click the Select button to define permissions at a user level. ❖ Optional. ❖ Maximum characters: 100. Note: This field is only displayed if ACL-based security is enabled. See Access Control Lists (ACLs) (page 5-10).

Feature	Description
Select (Users) button	Opens the Select Users screen so you can add groups to an access list.and set permissions for each group. **Note:** This field is only displayed if ACL-based security is enabled. See Access Control Lists (ACLs) (page 5-10).
Create button (Create page only)	Creates the retention category and opens the Disposition Instructions Page (page 13-12).
Submit Update button (Edit page only)	Submits the edited retention category.
Reset button	Resets the page to the initial default settings.

Retention Category Information Page
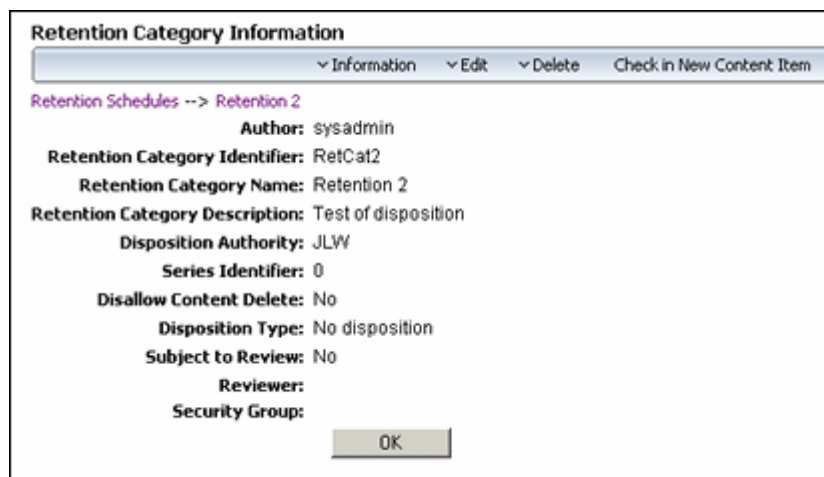
Use this page to view information about a retention category. Anyone with the Category.Read right (assigned to all predefined roles) can view this page. To access the Retention Category Information page, open the **Browse Content** tray, and click the **Retention Schedules** link. Navigate to the retention category information to view. In the row for the retention category, click the Info icon (ⓘ). You can also click **Information— Retention Category Information** from the Item **Actions** popup menu.

The information displayed depends on the configuration of Corporate Edition, and if optional fields were populated. See Retention Schedule Menus (page 7-4) for details about the available options on the Page menu.

SETTING UP TRIGGERS

OVERVIEW

A trigger starts the processing of a disposition instruction upon the occurrence of a triggering event. Triggers are associated with a disposition rule for a retention category. A triggering event can be a change in content item state, completed processing of a preceding disposition action, and custom triggers, both regular and recurring.

This chapter covers the following topics:

Concepts

Tasks

Examples

❖ Global Triggers (page 8-11)

❖ Delayed Global Trigger (page 8-12)

❖ Dormant Global Trigger (page 8-12)

❖ Activating a Dormant Global Trigger (page 8-12)

❖ Triggers Interface (page 8-12)

Interface

❖ Create or Edit Trigger Type Page (page 8-13)

❖ Trigger Information Page (page 8-17)

❖ Indirect Trigger Date Entries Page (page 8-18)

TRIGGER OVERVIEW

Two types of triggers are provided which can be used to initiate disposition processing. System derived triggers are built-in triggers based on defined events. Custom triggers can be created by administrators to define specific events.

To work with triggers, you must have one of the following rights:

❖ **Admin.RecordManager**—This right allows you to view information about triggers.

❖ **Admin.Triggers**—In addition to viewing information about triggers, this right also allows you to create (add), edit, and delete triggers.

This section covers the following topics:

❖ System-Derived Triggering (page 8-2)

❖ Custom Triggers (page 8-4)

System-Derived Triggering

System-derived triggering uses the following built-in events or actions:

❖ Preceding (disposition) action

❖ Different states

Retention Period Cutoff

Retention period cutoff causes a cutoff action to occur at the end of the time unit specified in the retention period. After cutoff, the content item is retained for the retention period specified in the disposition rule. For instance, when retention period cutoff is used as a triggering event and a retention period of three calendar years is specified, the cutoff takes place at the end of the current year and the affected content items are retained for three years after the end-of-year cutoff.

You can only specify retention periods for triggers if the `AllowRetentionPeriodWithCutoff` flag is enabled. This is enabled by default.

Negative Retention Periods

In previous versions of this product, a negative retention schedule could be supplied for a preceding action. This has now been changed so negative retention periods are available for non-record categories only if the following variables are enabled in the records_management_environments.cfg file:

- `AllowRetentionPeriodWithoutCutoff=1`. When this is enabled, retention periods are allowed with other triggering events in addition to the default one Preceding Action.
- `dDispPeriod:allowSignedInteger=1`
  `dDerivedMonthDelay:allowSignedInteger=1`
  `dDerivedDayDelay:allowSignedInteger=1`
  When these are enabled, a negative retention period can be supplied for any trigger **except for** Preceding Action.

  For example:

```
Triggering Event = Contract Ended
Retention Period = -1 month
Disposition Action = Notify Authors
Triggering Event = Preceding Action
Retention Period = 3 months
Disposition Action = Archive
```

Preceding (Disposition) Action

When a preceding action in a disposition instruction sequence completes processing, the next subsequent rule begins. The system tracks when a preceding action completes, and automatically triggers the next step in a disposition sequence.

Content States

System-derived global triggers can be affected by an implicit or explicit change in an item.

Custom Triggers

Custom triggers are defined explicitly by an administrator. Custom triggers are more inclusive and less granular than a system-derived trigger. A custom trigger can affect all eligible content items within a given retention category; whereas a system-derived trigger may only affect one content item within a retention category, because it may be the only item that is in a given state.

Three types of custom triggers can be defined:

❖ Global triggers, which happen at a time defined by an administrator

❖ Custom direct triggers, whch use metadata fields as triggering events

❖ Custom indirect triggers, which occur on a regular schedule based on audit events

The triggers you create appear in the Triggering Events list of the Disposition Rules screen. For further information, see Chapter 13 (*Defining Disposition Instructions)*.

Access to creating, editing, and viewing information about triggers can be controlled by security settings. If access control list (ACL) security is enabled, you can restrict access to triggers by group and user permissions. If you use default Content Server security, then you can assign the trigger to a security group and designate the filer.

Global Triggers

Global triggers have an activation date. The activation date can be a past, present, or future date. You can create a trigger and delay the activation of a trigger for an indefinite amount of time until activation is required (that is, create a "dormant" trigger, which does not contain an activation date).

You can create a trigger that activates immediately, activate a trigger on a certain date and time, or delay the activation of a trigger for an indefinite amount of time until activation is required (that is, create a "dormant" trigger that does not contain an activation date).

Custom Direct Triggers

Use custom direct triggers to create customized trigger functionality in addition to the global triggers built into the product and operating behind the scenes.

Custom direct triggers are system-derived triggers based on a content state, and on content date fields only. These triggers are not global triggers. They only affect a content item that

meets a given state. Unlike regular (global) or recurring event (indirect) triggers, you do not set an activation date explicitly for the custom direct trigger, or enable the custom direct trigger. Once created, the custom direct trigger is always active and ready to be used.

You can create a custom direct trigger with a date field. The field is used to activate the trigger.

Indirect Triggers

Unlike a regular (global) trigger, an indirect trigger has a recurring life cycle.

The indirect trigger feature saves time in setting up and maintaining triggers that repeat on a regular basis. The administrator must populate the annual triggers list. For instructions, see the *Records Manager Corporate Edition Installation Guide*.

MANAGING TRIGGERS

Several tasks are involved in managing triggers:

❖ Creating or Editing a Trigger (page 8-5)

❖ Viewing Trigger Information (page 8-7)

❖ Viewing Trigger References (page 8-8)

❖ Deleting a Trigger (page 8-8)

❖ Defining Indirect Trigger Date Entries (page 8-9)

❖ Deleting an Indirect Trigger Date Entry (page 8-10)

❖ Disabling an Indirect Trigger Period (page 8-10)

Creating or Editing a Trigger

Use this procedure to create a new trigger. If you plan to assign more granular security settings on triggers then the default roles, then be sure you have enabled the access control list (ACL) security settings and assigned users to roles and to an alias for any group permissions.

When creating an indirect trigger, make sure that the content field on which you are basing the custom indirect trigger has already been created in Content Server's Configuration

Manager utility, and that the period option list for the indirect trigger periods has been populated (see the *Records Manager Corporate Edition Installation Guide* for details).

Permissions: The Admin.Triggers right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Triggers** from the Page menu on the Configure Retention Administration Page (page 6-2).

   The Configure Triggers Page (page 8-13) is displayed.

2. Select the type of trigger to create (Global, Custom Direct, or Indirect). Click **Add**.

   The Create or Edit Trigger Type Page (page 8-13) is displayed.

3. (Optional) If the default Universal Content Management security is enabled, select a **Security Group** and **Author** from the lists. Otherwise, the author defaults to the user with the 'retadmin' role who created the trigger, even if these fields are not displayed at the time the trigger was created.

4. (Optional) If your organization uses the accounts security model, indicate the **Account** for the trigger.

5. Enter a name up to 30 characters in the **Trigger Name** text box.

6. Enter specific Trigger Information:

   Global Triggers Only

   Enter an **Activation Date**. If you do not enter an activation date, it is considered a dormant trigger, which can be activated later.

   Custom Direct Triggers only

   Optional, but at least one Content Date Field should be selected. Select a Content Date Field or Fields for the trigger from the **Content Date Field(s)** list. The field is subject to an ACL character limitation of 100 characters, although you can change your database to accept more characters into this field.

   Custom Indirect Trigger

   Select a **content field** on which the indirect trigger is based. The dropdown lists contains all available content fields.

7. (Optional) If ACL-based security is enabled, select **Group** and **User Permissions** for the trigger.

8. Click **Create**.

A message is displayed saying that the trigger was created successfully.

9.   Click **OK**.

Custom Indirect Triggers: You can now enter the recurring date periods for the trigger. For more information, see Defining Indirect Trigger Date Entries (page 8-9).

Use this procedure to modify the properties of an existing trigger. For example, you may need to change the activation date of a trigger, or change its security access.

Tech Tip: It is best practice not to use more than two fields at a time for a custom direct trigger, for processing and simplicity.

1.   Select **Configure—Triggers** from the Page menu on the Configure Retention Administration Page (page 6-2).

     The Configure Triggers Page (page 8-13) is displayed.

2.   Select the type of trigger to edit (Global, Custom Direct, or Indirect).

3.   Click **Edit—Edit Trigger** from the Item **Actions** menu for the trigger to edit. You can also click the trigger name and select **Edit** from the Page menu on the Trigger Information Page (page 8-17) which is displayed.

     The Create or Edit Trigger Type Page (page 8-13) is displayed.

4.   Make the desired changes to the applicable fields.

5.   Click **Submit Update**.

     A message is displayed saying that the trigger was updated successfully.

6.   Click **OK**.

Viewing Trigger Information

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to perform this action. The Admin.Triggers right is assigned by default to the 'retadmin' role, and the Admin.RecordManager right to the 'retadmin' role.

1.   Select **Configure—Triggers** from the Page menu on the Configure Retention Administration Page (page 6-2).

     The Configure Triggers Page (page 8-13) is displayed.

2.   Select the type of trigger to view (Global, Custom Direct, or Indirect).

3.   Click the trigger name to view.

The Trigger Information Page (page 8-17) is displayed.

4. When you finish viewing trigger information, click **OK**.

Viewing Trigger References

Use this procedure to view references to a trigger; that is, those disposition rules that use the trigger in their definitions.

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to view references to a trigger. The Admin.Triggers right is assigned by default to the 'retadmin' role, and the Admin.RecordManager right to the 'retadmin' role.

1. Select **Configure—Triggers** on the Configure Retention Administration Page (page 6-2).

    The Configure Triggers Page (page 8-13) is displayed.

2. Select the type of trigger to view (Global, Custom Direct, or Indirect).

3. Click the trigger name to view.

    The Trigger Information Page (page 8-17) is displayed.

4. From the Page menu, click **References**.

    The Trigger References page is displayed. This page shows all category dispositions that the current trigger is referenced by, with a link to each of the referencing category disposition. If you click the link, the Disposition Information Page (page 13-15) of the referencing disposition is displayed.

5. When you finish viewing the reference information, click **OK**.

Deleting a Trigger

Use this procedure to delete a trigger. If a trigger is already in use, you must delete all references to a trigger before you can delete it. Triggers are referenced by triggering events in disposition rules. For more information, see Creating or Editing a Disposition Rule (page 13-8).

Permissions: The Admin.Triggers right is required to perform this action. This right is assigned by default to the 'retadmin' role. In addition, you must have delete permission (D) for the trigger's security group.

1. Select **Configure—Triggers** on the Configure Retention Administration Page (page 6-2).

    The Configure Triggers Page (page 8-13) is displayed.

2. Select the type of trigger to view (Global, Custom Direct, or Indirect).

3. Navigate to the trigger to delete.

4. Click **Delete Trigger** on the trigger's **Actions** menu.

    A message is displayed saying that the trigger was deleted successfully.

5. Click **OK**.

To delete multiple triggers, select the trigger checkboxes and click **Delete** on the Table menu.

Defining Indirect Trigger Date Entries

Use this procedure to define the trigger date entries for each period for a custom or built-in indirect trigger. Make sure that the associated custom indirect trigger has been created and that the period option list for the indirect trigger periods has been populated (see the *Records Manager Corporate EditionInstallation Guide* for details).

Permissions: The Admin.Triggers is required to perform this action. This right is assigned by default to the 'retadmin' role.

To define a date entry (trigger period) for an indirect trigger, complete the following steps:

1. Select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2).

    The Configure Triggers Page (page 8-13) is displayed.

2. Select the trigger from the **Indirect Trigger Name** list, and click **Info**.

    The Trigger Information Page (page 8-17) is displayed.

3. Click **Indirect Trigger Date Information** on the Page menu.

    The Indirect Trigger Date Entries Page (page 8-18) is displayed.

4. Click **Add**.

    The Create/Edit Indirect Trigger Date Entries Page (page 8-19) is displayed.

5. Define the indirect trigger date entries:

a. Select a period from the **Trigger Period** list. You must manually populate this list using Content Server's Configuration Manager utility. For further information, see the online help or administration guides for Content Server.

b. Select or clear the **Enabled** check box to enable or disable the indirect trigger.

c. Enter an **Activation Date**.

d. Click **Create**. The indirect trigger date entries populate on the Indirect Trigger Date Entries page, and the Trigger Period list is now populated with your defined period.

Repeat this step to define dates for each period you need for the indirect trigger.

Deleting an Indirect Trigger Date Entry

Permissions: The Admin.Triggers right is required to perform this action. This right is assigned by default to the 'retadmin' role.

To delete a date entry (trigger period) for an indirect trigger, complete the following steps:

1. Select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2).

   The Configure Triggers Page (page 8-13) is displayed.

2. Select **Delete** from the trigger's Actions menu.

Disabling an Indirect Trigger Period

Use this procedure to disable, or "disarm," an indirect trigger period at the date entry level. Disabling an indirect trigger period inactivates the trigger, but retains the trigger for archival purposes. You can disable the trigger period for both built-in and custom indirect triggers.

Permissions: The Admin.Triggers right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2).

   The Configure Triggers Page (page 8-13) is displayed.

2. Select **Edit—Edit Trigger** from the trigger's Actions menu.

The Create or Edit Trigger Type Page (page 8-13) is displayed.

3. Select the trigger period to disable from the trigger period list, and click **Info**. The Create/Edit Indirect Trigger Date Entries Page (page 8-19) is displayed.

4. Clear the **Enabled** check box, and click **Submit Update**. The **Enabled** field for the Trigger Period you edited now displays "No." Click the Configure Retention Schedule Components bread crumb link at the top of the page to return to the Configure Retention Schedule Components page.

TRIGGER EXAMPLES

This section provides several examples of the following different triggers:

❖ Global Triggers (page 8-11)

❖ Delayed Global Trigger (page 8-12)

❖ Dormant Global Trigger (page 8-12)

❖ Activating a Dormant Global Trigger (page 8-12)

❖ Triggers Interface (page 8-12)

Permissions: The Admin.Triggers right is required to perform the tasks in these examples. This right is assigned by default to the 'retadmin' role.

Global Triggers

This example creates a global trigger. An active trigger is one that is activated and enabled immediately with no delay in the activation date. In this example, an event trigger with a known activation date is created.

1. Select Configure—Trigger from the Configure Retention Administration Page (page 6-2).

   The Configure Triggers Page (page 8-13) is displayed.

2. In the Global Triggers area, click **Add**. The Create or Edit Trigger Type Page (page 8-13) is displayed.

3. Enter a name up to 30 characters in the **Trigger Name** text box. For this example, type Case 123 Closed.

4. Enter an **Activation Date**, either the current date or an earlier date. The activation time is midnight (12:00 AM) by default.

5. Click **Create**. A message is displayed saying that the trigger was created successfully. The **Enabled** label indicates "Yes," and the **Activation Date** is displayed.

Delayed Global Trigger

You can also create a global trigger with a future activation date. The activation of the trigger is delayed until the date and time that you specify. You can backdate trigger activation. To do so, use a future activation date when you create the global trigger.

Dormant Global Trigger

You can create a trigger with an activation date that is delayed until you enter an activation date. This is a dormant, inactive trigger. A dormant trigger is useful for event triggers when you know an event is going to occur, but you are not certain of the exact date it will occur. To avoid system processing overhead, do not enable the trigger. To view an example procedure on activating a trigger at a later date, see Activating a Dormant Global Trigger (page 8-12).

To create a dormant global trigger, do not enter an activation date when you create the trigger, but enter it at a later time.

Activating a Dormant Global Trigger

You can activate a disabled, dormant trigger that does not have an activation date set for the future. To do so, edit the trigger and enter the activation date.

TRIGGERS INTERFACE

Similar pages are used to create Global Triggers, Custom Direct Triggers and Indirect Triggers. This section uses the Custom Direct Trigger interface pages as an example of these interface screens. In the field descriptons an indication is given to where the field is used for specific trigger types.

The following screens are used to manage triggers:

❖

❖

❖

❖ Create/Edit Indirect Trigger Date Entries Page (page 8-19)

Configure Triggers Page

This page is used to select a type of trigger or a trigger for use. To access this page, click **Configure—Triggers** from the Configure Retention Administration Page (page 6-2).

Create or Edit *Trigger Type* Page

Use the Create *Trigger Type* page to define a new trigger. To access this page, select a trigger type and click **Add** from the Configure Triggers Page (page 8-13).

Use the Edit *Trigger Type* page to modify the properties of an existing trigger. To access this page, select a trigger type and select **Edit—Edit Trigger** from a trigger's Item **Actions** popup menu. You can also click the trigger name and select **Edit** from the Trigger Information Page (page 8-17).

When you select a date from the list, the Content Date metadata fields are automatically prefixed with an 'x'.

Feature	Description
Security Group	Displays the security group allowed access to the trigger. **Note:** This field is only displayed if Default Content Server security is enabled on the Configure Retention Administration Page (page 6-2).
Account	Select an account that is allowed access to the trigger. ❖ Optional. **Note:** This field is only displayed if accounts are enabled in the Content Server. For more information, see the administrator documentation for Content Server.
Filer/Author	Displays the author of the trigger. Select the author the options list if you are not the author. ❖ Required. ❖ Default: Privileged user that is currently logged in. **Note:** This field is only displayed if Default Content Server security is enabled on the Configure Retention Administration Page (page 6-2).
Trigger Name	Enter a name for the trigger. The name of the trigger appears in the *Custom Triggers* section of the **Triggering Event** options list in the Disposition Rule Screen (page 13-13). If this is an indirect trigger, the name appears in the **Recurring Custom Triggers** section. ❖ Required. ❖ Maximum characters: 100. This field is view-only on the edit page.
Brief Description *(Custom direct triggers only)*	Enter a brief description of the trigger. ❖ Required. ❖ Maximum characters: 100.

Feature	Description
Content Date Field(s) *(Custom direct triggers only)*	Select one or more date-related content fields from the list. ❖ Optional. ❖ Maximum characters: 100. **Note:** The New Revision Date option in the list is available only if the Enable New Revision Date Trigger Field option was selected during installation. With this date field selected, whenever a new revision of a content item is checked in, all revisions of the content item, including the latest one, are then stamped with the date of the new revision. This enables you to create retention rules such as "Delete if not updated in *x* number of years."
Enabled check box *(Global triggers only)*	Activates or disarms the trigger. To disable the trigger, clear the check box. ❖ Optional. ❖ Default: Enabled is selected and the trigger is active according to the set activation date.
Activation Date *(Global triggers only)*	Specify the date when a trigger is activated. If you do not enter an activation date, an enabled trigger is delayed indefinitely (it is a dormant trigger). You can enter an activation at a later time. To view an example, see Dormant Global Trigger (page 8-12). ❖ Optional.
Group Permissions	Displays any group permissions assigned to the trigger. ❖ Optional. ❖ Maximum characters: 100. **Note:** This field is only displayed if ACL-based security is enabled on Configure Retention Administration Page (page 6-2)

Feature	Description
Select (Group) button	Opens the Select Alias screen so you can add groups to an access list and set permissions for each group. **Note:** This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
User Permissions	Displays users granted access to the trigger. ❖ Optional. ❖ Maximum characters: 100. **Note:** This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
Select (Users) button	Opens the Select Users screen so you can add groups to an access list and set permissions for each group. **Note:** This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
Create button (Create page only)	Creates the trigger.
Submit Update button (Edit page only)	Submits the edited trigger.
Reset button	If you are creating a new trigger, this resets the page to its initial default settings. If you are editing an existing trigger, this returns your original settings.

Trigger Information Page

Similar pages are used to view information about Global Triggers, Custom Direct Triggers and Indirect Triggers. This section uses the Custom Direct Trigger interface pages as an example of these interface screens. In the field descriptons an indication is given as to where the field is used for specific trigger types.

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to use this page. The Admin.Triggers right is assigned by default to the 'retadmin' role and the Admin.RecordManager right to the 'retadmin' role.

To access a Trigger information page, select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2). On the Configure Triggers Page (page 8-13) navigate to the type of trigger and click the trigger to view.

Depending on the type of trigger viewed, different information will appear.

If you have the Admin.Triggers right, the page includes a menu which provides the following options:

❖ **Indirect Trigger Date Information** *(Indirect Trigger Information Page Only)*: Used to set recurring dates and periods for the indirect trigger. See Defining Indirect Trigger Date Entries (page 8-9).

❖ **Edit**: Used to edit the current indirect trigger. See Creating or Editing a Trigger (page 8-5).

❖ **Delete**: Used to delete the current indirect. See Deleting a Trigger (page 8-8).

❖ **References**: Enables you to see trigger references.

Indirect Trigger Date Entries Page

🔆 **Permissions:** The Admin.Triggers right is required to work with indirect trigger date entries. This right is assigned by default to the 'retadmin' role.

Use the Indirect Trigger Date Entries page to create, view information about, edit, and delete date entries for indirect triggers. To access the page, select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2). Select the trigger from the **Indirect Trigger Name** list, and click **Info**. Select **Indirect Trigger Date Information** from the Page menu.

Feature	Description
Trigger Period	Displays the name of the trigger period.
Enabled	Specifies if the trigger date entry is enabled.
Trigger Period option list	Contains a list of Trigger Periods from which you can add, find information for, or delete.
Add button	Opens the Create/Edit Indirect Trigger Date Entries Page (page 8-19) so that you can define the periods.
Info button	Opens the Information page for the selected Trigger Period.
Delete button	Deletes the date entry period selected in the Trigger Periods list.

Note the following considerations:

❖ Click **Add** to define an indirect trigger date entry.

  The Create/Edit Indirect Trigger Date Entries Page (page 8-19) is displayed.

❖ If there are already trigger date entries defined, select one from the **Trigger Period** list, and click **Info** to view the date information.

Create/Edit Indirect Trigger Date Entries Page

Permissions: The Admin.Triggers right is required to use this page. This right is assigned by default to the 'retadmin' role.

Use the Create page to define the trigger period, enable or disable the trigger, and set an activation date for an indirect trigger. To access this page, select **Configure—Triggers** from the Configure Retention Administration Page (page 6-2). In the Indirect Trigger area, click **Add**.

Use the Edit page to modify the properties of an existing indirect trigger date entry. **Configure—Triggers** from the Configure Retention Administration Page (page 6-2). In the Indirect Trigger area, click **Edit** from a trigger's Item Action popup menu or click on the trigger name and select **Edit** from the Trigger Information Page (page 8-17).

Feature	Description
Indirect Trigger Name	Displays the name of the indirect trigger for which you are setting the dates.
	This field is view-only on both the create and the edit pages.
Trigger Period	Displays the name of the indirect trigger period for which you are setting the dates.
	This field is view-only on the edit page.
Activation Date	Enter an activation date for the indirect trigger.
Create button (Create page only)	Creates the indirect trigger.
Submit Update button (Edit page only)	Submits the edited trigger.

Feature	Description
Reset button	If you are creating a new trigger, this resets the page to its default settings. If you are editing an existing trigger, this returns your original settings.

CONFIGURING TIME PERIODS

OVERVIEW

Periods define a length of time. They are associated with retention periods for dispositions and with review periods for cycling content that is subject to review.

This chapter covers the following topics:

Concepts

❖ Using Time Periods (page 9-2)

Tasks

❖ Creating or Editing a Custom Time Period (page 9-3)

❖ Viewing Period Information (page 9-4)

❖ Deleting a Custom Period (page 9-5)

Example

❖ Example: Creating a Custom Period (page 9-5)

Interface

❖ Create or Edit Period Page (page 9-7)

❖ Period Information Page (page 9-10)

USING TIME PERIODS

Three types of time periods are used in retention:

❖ **Custom**—A custom period has a defined start date and time that does not typically correspond to a fiscal or calendar year period.

❖ **Fiscal**—A fiscal period corresponds to a fiscal year.

❖ **Calendar**—A calendar period corresponds to the calendar year.

You cannot edit or delete built-in periods. You can edit any periods you create, and you can delete any periods you create if the periods are not in use.

To work with periods, you must have one of the following rights:

❖ **Admin.Triggers**—This right allows you to view information about periods.

❖ **Admin.RecordManager**—In addition to viewing information about periods, this right also allows you to create (add), edit, and delete periods.

The following calendar periods are predefined:

❖ Calendar Quarters (wwRmaCalendarQuarter)

❖ Calendar Years (wwRmaCalendarYear)

❖ Months (wwRmaMonth)

❖ Fiscal Quarters (wwRmaFiscalQuarter)

❖ Fiscal Halves (wwRmaFiscalHalves)

❖ Fiscal Years (wwRmaFiscalYear)

Weeks (wwRmaWeekEnd) are defined as a built-in custom period available for your use.

This section covers the following topics:

MANAGING TIME PERIODS

The following tasks are used when managing time periods:

❖ Creating or Editing a Custom Time Period (page 9-3)

❖ Viewing Period Information (page 9-4)

❖ Viewing Period References (page 9-4)

❖ Deleting a Custom Period (page 9-5)

Creating or Editing a Custom Time Period

Use this procedure to create a period in addition to the standard calendar periods already defined. For example, you may need a calendar period such as "decade" or "century" for the review cycle or retention period needs of your organization.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

   The Configure Periods Page (page 9-7) is displayed.

2. In the Period Name area, click **Add**.

   The Create or Edit Period Page (page 9-7) is displayed.

3. Enter a name for the period in the **Period Name** text box.

4. Select the type of time period: **Calendar, Fiscal,** or **Custom** in the **Period Type** list.

5. Click the calendar icon and select a custom start time. The date and default time display in the **Custom Start Time** box. If you do not want to accept the default time, edit the time within the text box.

6. Enter an integer value in the **Length** text box, and select the corresponding unit from the **Length** list.

7. Enter a label to describe the end of the period in the **Label for end of period** text box.

8. Click **Create**.

   A message is displayed saying that the period was created successfully, with the period information.

9. Click **OK**.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

To edit a time period, complete the following steps:

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

   The Configure Periods Page (page 9-7) is displayed.

2. Select **Edit Period** from the Item Action popup menu for the period to edit. You can also click a period name and select Edit from the Period Information Page (page 9-10).

    The Create or Edit Period Page (page 9-7) is displayed.

3. Edit the appropriate information.

4. Click **Submit Update**.

    A message is displayed saying that the period was updated successfully.

5. Click **OK**.

Viewing Period Information

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to perform this action. The Admin.Triggers right is assigned by default to the 'retadmin' role, and the Admin.RecordManager right to the 'retadmin' role.

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

    The Configure Periods Page (page 9-7) is displayed.

2. Click the period to view from the **Period Name** list.

    The Period Information Page (page 9-10) is displayed.

3. When you finish viewing the information, click **OK**.

Viewing Period References

Use this procedure to view references to a period; that is, those categories and disposition rules that use the period in their definitions. Generally, you will want to view period references to determine why you can't delete a custom period.

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to perform this action. The Admin.Triggers right is assigned by default to the 'retadmin' role, and the Admin.RecordManager right to the 'retadmin' role.

To view period references, complete the following steps:

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

The Configure Periods Page (page 9-7) is displayed.

2. Click the period to view from the **Period Name** list.

   The Period Information Page (page 9-10) is displayed.

3. From the Page menu, click **References**. The Period References page is displayed. This page shows all categories, and/or category dispositions that the current period is referenced by, with a link to each of the referencing items. If you click any of the links, the associated information page for that item is displayed.

4. When you finish viewing the reference information, click **OK**.

Deleting a Custom Period

You cannot delete built-in periods. Before you can delete a period, you must make sure that the period is not referenced by a retention period within a disposition rule for a category, or by a review period for a retention category.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

   The Configure Periods Page (page 9-7) is displayed.

2. Select **Delete Period** from a period's Item Action popup menu. You can also click the period to view from the **Period Name** list and select Delete on the Period Information Page (page 9-10).

   A message is displayed saying that the period was deleted successfully.

3. Click **OK**.

Example: Creating a Custom Period

This example demonstrates creating a custom period with the following characteristics:

❖ The custom period name is "School Year 2005-2006."

❖ The custom start time is September 5th, 2005, and the start time is 9:00 AM. The system automatically calculates and tracks the end of the period.

❖ The length of the period is nine months.

❖ The end of the period label is "End of School Year 2005."

Permissions: The Admin.RecordManager right is required to perform the tasks in this example. This right is assigned by default to the 'retadmin' role.

To create a custom school period, complete the following steps:

1. Select **Configure—Periods** from the Configure Retention Administration Page (page 6-2).

   The Configure Periods Page (page 9-7) is displayed.

2. In the Period Name area, click **Add**. The Create or Edit Period Page (page 9-7) is displayed.

3. In the **Period Name** box, enter `School Year 2005-2006.`

4. By default, the **Custom** option is already selected in the **Period Type** list. Leave the Custom option selected.

5. Click the calendar icon and select a custom start date: September 5, 2005. The date and default time display in the **Custom Start Time** box. The time defaults to 12 AM (midnight) on this page, so to edit the time, you must do so directly in the Custom Start Time text box. Change "`12`" to a "`9`." Make sure you specify the date according to the format used by your system locale.

6. In the **Length** box, enter the length of the custom period in the text box, which is `9` and select the **Months** option from the list.

7. In the **Label for end of period** box, enter `End of School Year 2005-2006.`

8. Click **Create**.

   A message is displayed saying that the period was created successfully.

9. Click **OK**.

TIME PERIOD INTERFACE

The following screens are used when managing time periods:

❖ Configure Periods Page (page 9-7)

❖ Create or Edit Period Page (page 9-7)

❖ Period Information Page (page 9-10)

Configure Periods Page

This page is used to select a period for editing or to add a new period. To access this page, select Configure—Periods from the Configure Retention Administration Page (page 6-2). The menu at the top of this page is the same menu as that on the Configure Retention Administration Page (page 6-2). See Configuration Page Menus (page 6-6) for details.

Create or Edit Period Page

Permissions: The Admin.RecordManager right is required to use this screen. This right is assigned by default to the 'retadmin' role.

Use the Create page to define a new period. To access this page, select **Add** from the Configure Periods Page (page 9-7).

Use the Edit page to modify the properties of an existing period. To access this page, select **Edit Period** from a the Item Action popup menu for a listed period on the Configure Periods Page (page 9-7). You can also click on a Period name and select **Edit** from the Period Information Page (page 9-10).

Feature	Description
Period Name	Enter a name for the period. The name appears in the Period options lists, such as the review period lists or retention period lists. ❖ Maximum characters: 30. ❖ Required. This field is view-only on the edit page.
Period Type	Required. Select the type of period: ❖ **Fiscal**—A period based on the fiscal year as defined by your organization. The start date of the fiscal year is set in the Configure Retention Administration Page (page 6-2). Some fiscal periods are already created (built-in equals "Yes"). Any fiscal period you create is a "custom" fiscal period (the Built-in label on the Period information page indicates "No.") ❖ **Calendar**—A period based on the Gregorian calendar year (i.e., starting with January 1). Some calendar periods are already created (built-in equals "Yes"). Any calendar period you create is a "custom" calendar period (the Built-in label on the Period information page indicates "No.") ❖ **Custom (default)**—A period based on any fiscal or calendar year foundation. The custom option is useful for creating lengthy periods such as decades or centuries, or unusual periods such as "school year session" or "software development cycle." Some custom periods are already created (built-in equals "Yes"). Any custom period you create is a "custom" custom period (Built-in is "No.").

Feature	Description
Custom Start Time	Displays the start date and time for a custom period. The selected Period Type must be "Custom" to enable the Custom Start Time field. Click the calendar icon to choose a date.
	The date and time appear in the format according to your User Locale and Content Server system properties. For more information, see administration documentation for Content Server.
	Required if the Custom Period Type is selected.
	Default time: 12:00 AM (midnight). You can edit the date and time within the text box.
Length box	An integer value for the length of the period.
	Required.
Length list	The period length. Available options are:
	❖ Years
	❖ Months
	❖ Weeks
	❖ Days
	Default: Blank.
	Required.
Label for end of period	A display label for the end of the period. The label you enter for the end of a custom period appears in the Triggering Event ("After") fields in dispositions.
	❖ Maximum characters: 30.
	❖ Required.
Create button (Create page only)	Creates the defined period.
Submit Update button (Edit page only)	Submits your updated edits.

Feature	Description
Reset button	If you are creating a new period, this resets the page to its initial default settings. If you are editing an existing period, this resets your original settings.

Period Information Page

Permissions: Either the Admin.Triggers or Admin.RecordManager right is required to use this page. The Admin.Triggers right is assigned by default to the 'retadmin' role, and the Admin.RecordManager right to the 'retadmin' role. With the Admin.Triggers right, you can only view information about periods. With the Admin.RecordManager right, you can also add, edit, and delete periods.

Use this page to view information about a period. To access this page, click a period name on the Configure Periods Page (page 9-7).

You can also use this page to edit a period, delete a period, or view references to a period.

The Built-in label indicates if a period was a predefined, out-of-the box period. A period that an administrator creates always displays "No" for the Built-in label. If a period is a built-in period, the **Edit** option is not displayed on the page because you cannot edit a predefined period. The Actions list is not available to any users other than those with the Admin.RecordManager right.

Period Reference Page
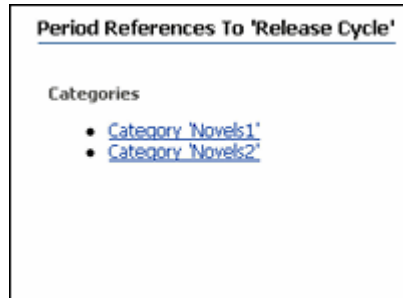
This page is used to view those objects which reference a particular period. To access this page, click **Reference** on the Period Information Page (page 9-10).

10

CUSTOM METADATA FIELDS

OVERVIEW

If your organization has unique needs for metadata fields for retention categories, you can easily customize the application to include the fields. Depending on the field characteristics, the new custom fields are displayed in the Create Retention Category page, in addition to the edit and information pages for those retention schedule objects. See Chapter 7 (*Setting Up a Retention Schedule)* for details.

Custom metadata fields are added to the bottom of the Create Retention Categorypage. The order in which the custom metadata fields appear depends on the order you indicate in the custom metadata fields box. You can easily arrange the fields using the arrows near the custom metadata box.

This chapter covers the following topics:

Tasks

❖ Creating or Editing Custom Metadata Fields (page 10-2)

❖ Deleting a Custom Metadata Field (page 10-3)

Examples

❖ Creating a Custom Category Metadata Field (page 10-3)

Interface

❖ Create/Edit Metadata Field Page (page 10-8)

❖ Metadata Information Page (page 10-10)

MANAGING CUSTOM METADATA

The following tasks are used when managing custom metadata:

❖ Creating or Editing Custom Metadata Fields

❖ Deleting a Custom Metadata Field

Important: If you plan to use an option list with the custom field, the option list must be created and populated prior to creating the custom field. See the *Managing Repository Content Guide* for details on creating option lists.

Creating or Editing Custom Metadata Fields

The following information is a general navigational procedure. To view a specific example, see Creating a Custom Category Metadata Field (page 10-3).

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Metadata Sets—Retention Categories** from the Configure Retention Administration Page (page 6-2).

   The Fields for Metadata Page (page 10-6) is displayed.

2. Click **Create Field**.

   The Create/Edit Metadata Field Page (page 10-8) is displayed.

3. Complete the metadata fields, and click **OK**.

4. Click **Submit Update**.

Use this procedure to edit a custom retention category metadata field.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Metadata Sets—Retention Categories** from the Configure Retention Administration Page (page 6-2).

   The Fields for Metadata Page (page 10-6) is displayed.

2. Select **Update Field** from a field's **Actions** popup menu. You can also click the field's Info icon or name and select **Update Field** from the Metadata Information Page (page 10-10).

   The Create/Edit Metadata Field Page (page 10-8) is displayed. Make your changes, and click **OK**. Repeat for each field to edit.

3. Click **Submit Update**.

Deleting a Custom Metadata Field

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

To delete a custom category metadata field, complete the following steps:

1. Select **Configure—Metadata Sets—Retention Categories** from the Configure Retention Administration Page (page 6-2).

   The Fields for Metadata Page (page 10-6) is displayed.

2. Select **Delete Field** from a field's Item **Actions** popup menu. You can also click the field's Info icon or name and select **Delete Field** from the Metadata Information Page (page 10-10).

3. You are prompted to confirm the deletion. Select **Yes** to delete the field. Choose **No** to retain the field.

Important: The field remains in the database even if it is deleted. In order to delete the field from the database, first delete the field then select Clean Set from the Fields for Metadata Page (page 10-6).

EXAMPLES

The following examples are provided:

❖ Creating a Custom Category Metadata Field (page 10-3)

Creating a Custom Category Metadata Field

This example creates a custom retention category metadata field that is an optional text box in which you enter an integer value for an SKU (Stock Keeping Unit).

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

To create a custom retention category metadata field, complete the following steps:

1. Select **Configure—Metadata Sets—Retention Categories** from the Configure Retention Administration Page (page 6-2).

   The Fields for Metadata Page (page 10-6) is displayed.

2. Click **Create Field**. The Create/Edit Metadata Field Page (page 10-8) is displayed.

3. Click **Add**. The Create/Edit Metadata Field Page (page 10-8) is displayed.

4. Complete the metadata fields as follows:

   a. Type `DeptSKU` in the **Name** box.

   b. In the **Type** list, select **Integer**.

   c. In the **Caption** box, type `Department SKU`.

   d. Set the **Option List** value to **No**.

   e. In the **Required** list, select **No**.

   f. In the **Enabled** list, select **Yes**.

   g. In the **Searchable** list, select **Yes**.

5. Click **OK**.

6. Click **Submit Update**. To view the new field, browse content, and click **Create Retention Category** from the **Actions** menu. The new custom metadata field is displayed.

Figure 10-12 Example Custom Retention Category metadata field

As you can see in the figure above, the field "Department SKU" has been added to the Create Retention Category page.

CUSTOM METADATA INTERFACE

The following screens are used to set up custom metadata:

❖ Fields for Metadata Page (page 10-6)

❖ Create/Edit Metadata Field Page (page 10-8)

❖ Metadata Information Page (page 10-10)

Fields for Metadata Page

This page displays any previously created metadata fields and is used to add new fields. To access this screen click **Configure—Metadata Sets—Retention Categories** from the Configure Retention Administration Page (page 6-2).

Feature	Description
Search and Update	Opens an Update screen where you can change values in a metadata field. See the Records Manager Corporate Edition System Maintenance Guide for details on using this function.
Create Field	Opens the Create/Edit Metadata Field Page (page 10-8) where you can add another field.
Clean Set	If a field has been deleted, this removes the field from the database.
Order	Indicate where this field should appear on the pages where it is used.
Default Value	Enter a default value for an **Option List**, **Text**, or **Long Text** field. ❖ Optional. ❖ Maximum characters: 30.
Required	Specify if the custom metadata field is required or optional. Available options: ❖ **No**—Default. The field is optional. ❖ **Yes**—The field is required and users must complete the field.

Feature	Description
Enabled	Indicates if the field is enabled on the affected content server pages. Available options: ❖ **No**—Default. The field is not enabled for end-user interaction. ❖ **Yes**—The field is enabled on the user interface and users can interact with the field.
Searchable	Specify if the field is indexed in the database and therefore searchable by end users. Available options: ❖ **No**—Default. The field cannot be searched by users and does not display on any Search pages. ❖ **Yes**—The field can be searched by users. The field displays on Search and Screening pages.
Option List	If an option list will be used, click the Select button to choose it from the displayed list. An option list must be created and populated before it can be used. See the *Managing Repository Content Guide* for details.
Option List Type	Select the type of option list from the pulldown menu.
Reset button	If you are creating a new custom metadata field, this resets the page to its initial default settings. If you are editing an existing custom metadata field, this returns your original settings.

Create/Edit Metadata Field Page

Permissions: The Admin.RecordManager right is required to use this page. This right is assigned by default to the 'retadmin' role.

Use this page to create or edit a custom metadata field for a retention category. To access this page, click Create Field from the Fields for Metadata Page (page 10-6).

Feature	Description
Name	Enter a unique name for the custom category field. This name represents the field name in the database. ❖ Required. ❖ Maximum characters: 30. ❖ Restricted characters: spaces, tabs, line feeds, carriage returns, semi-colon (;) caret (^), question mark (?), colon (:), at-sign (@), ampersand (&), plus sign (+), double-quote ("), pound or hash sign (#), percent sign (%), less than sign (<), asterisk (*), tilde (~), pipe (|), or dash (-).

Feature	Description
Caption	Enter a caption for the custom category field. The caption is the field label that displays on the user interface if the field is enabled as such. ❖ Required. ❖ Maximum characters: 30.
Type	Select the data type for the custom category metadata field. ❖ **Text**—(default) Text field of 30 characters. ❖ **Long Text**—Text field of 100 characters. ❖ **Integer**—An integer value ranging from -2^{31} to 2^{31} (-2 billion to +2 billion). Decimal values and commas are not permitted. ❖ **Memo**—Text field of 1000 characters. ❖ **Date**—A date field according to the date format specified in your system settings, such as *dd*/*mm*/*yyyy* or *dd/mm/yy* for the English-US locale. Selecting this type puts the Calendar component icon next to the date field.
Order	Indicate where this field should appear on the pages where it is used.
Default Value	Enter a default value for an **Option List**, **Text**, or **Long Text** field. ❖ Optional. ❖ Maximum characters: 30.
Required	Specify if the custom metadata field is required or optional. Available options: ❖ **No**—Default. The field is optional. ❖ **Yes**—The field is required and users must complete the field.

Feature	Description
Enabled	Indicates if the field is enabled on the affected content server pages. Available options: ❖ **No**—Default. The field is not enabled for end-user interaction. ❖ **Yes**—The field is enabled on the user interface and users can interact with the field.
Searchable	Specify if the field is indexed in the database and therefore searchable by end users. Available options: ❖ **No**—Default. The field cannot be searched by users and does not display on any Search pages. ❖ **Yes**—The field can be searched by users. The field displays on Search and Screening pages.
Option List	If an option list will be used, click the Select button to choose it from the displayed list. An option list must be created and populated before it can be used. See the *Managing Repository Content Guide* for details.
Option List Type	Select the type of option list from the pulldown menu.
Reset button	If you are creating a new custom metadata field, this resets the page to its initial default settings. If you are editing an existing custom metadata field, this returns your original settings.

Metadata Information Page

This page displays information about previously created fields. To access this page, click a field name on the Fields for Metadata Page (page 10-6). You can use this page to browse all created fields, to update the field, or to delete the field.

11

CONFIGURING DISPOSITIONS AND FREEZES

OVERVIEW

Disposition actions are used in disposition instructions, which define the sequence of actions to be performed on content items during their life cycle.Your environment may require disposition actions other than the predefined options. You can set up disposition actions to reflect your organization's specific needs.

Freezing inhibits disposition processing. This can be used to comply with legal or audit requirements. You can define the types of freezes used in your organization, in order to refine the freeze/hold process.

Important: Creating custom disposition actions requires in-depth technical knowledge of Content Server. To define custom disposition actions, contact Consulting Services.

This chapter covers the following topics:

Concepts

Tasks

Examples

Interface

CUSTOM DISPOSITION ACTIONS

Custom disposition actions are based on Content Server services, which can be called with specific parameters to define the behavior of the disposition actions. For example, you could create a disposition action to automatically retain the last three revisions of content items using the DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE service with the 'NumberOfRevisions=3' parameter.

Important: Custom disposition features are available only to users with the Admin.CustomDispositionActions right. By default, this right is not assigned to any of thepredefined roles which means you must assign it to a role before this functionality is exposed.

This section covers the following topics:

❖ Managing Dispositions (page 11-3)

❖ Disposition Interface (page 11-6)

❖ Creating a Custom Disposition Action Example (page 11-10)

Managing Dispositions

The following tasks are used when managing dispositions:

❖ Creating or Editing a Custom Disposition Action (page 11-3)

❖ Viewing Custom Disposition Action Information (page 11-5)

❖ Deleting a Custom Disposition Action (page 11-5)

❖ Disabling Custom Disposition Actions (page 11-6)

Creating or Editing a Custom Disposition Action

Use this procedure to create a custom disposition action. For example, you may need a disposition action that retains the last three revisions of a content item.

Important: Creating custom disposition actions requires in-depth technical knowledge of Content Server. Contact Consulting Services to define custom disposition actions.

Permissions: The Admin.CustomDispositionActions right is required to perform this tasks. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

1. Select **Configure—Disposition Actions—Custom** from the Configure Retention Administration Page (page 6-2).

   The Configure Dispositions Page (page 11-6) is displayed.

2. In the Custom Disposition Action area, click **Add**.

   The Create or Edit Disposition Action Page (page 11-7) is displayed.

3. Enter a unique ID for the custom disposition action in the **Action ID** text box.

4. Enter a name for the custom disposition action in the **Action Name** text box.

5. Enter a description for the custom disposition action in the **Brief Description** text box.

6. Enter a group name for the custom disposition action in the **Group Name** text box.

7. Select the service to be used for the custom disposition action from the **Action Service** dropdown list.

8. (Optional) Specify one or more parameters for the selected action service.

9. (Optional) Select or clear any of the check boxes as required.

10. Click **Create**.

   A message is displayed saying that the disposition action was created successfully, with the action information.

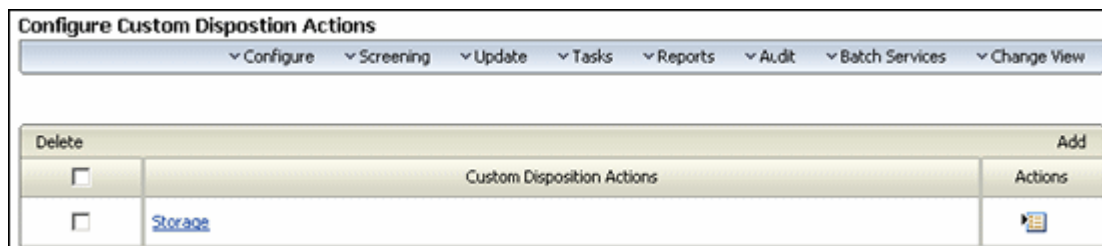11. Click **OK**.

To edit a custom disposition action, complete the following steps:

1. Select **Configure—Disposition Actions—Custom** from the Configure Retention Administration Page (page 6-2).

   The Configure Dispositions Page (page 11-6) is displayed.

2. Select Edit Action from a disposition's Item Actions popup menu. You can also click on the disposition name and select Edit from the Disposition Action Info Page (page 11-9).

   The Create or Edit Disposition Action Page (page 11-7) is displayed.

3. Make modifications as required, and click **Submit Update** when you finish.

   A message is displayed saying that the disposition action was created successfully, with the action information.

4. Click **OK**.

Viewing Custom Disposition Action Information

Use this procedure to view the information about a custom disposition action.

Permissions: The Admin.CustomDispositionActions right is required to perform this action. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

To view the information about a custom disposition action, complete the following steps:

1. Select **Configure—Disposition Actions—Custom** from the Configure Retention Administration Page (page 6-2).

    The Configure Dispositions Page (page 11-6) is displayed.

2. Click on the disposition name to view.

    The Disposition Action Info Page (page 11-9) is displayed.

3. When you finish viewing the information, click **OK**.

Deleting a Custom Disposition Action

Permissions: The Admin.CustomDispositionActions right is required to delete custom disposition actions. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

Important: You can only delete custom disposition actions if they are no longer being used in the disposition instructions for any category. If you attempt to delete a disposition action that is still in use, an error message is displayed.

To delete a custom disposition action, complete the following steps:

1. Select **Configure—Disposition Actions—Custom** from the Configure Retention Administration Page (page 6-2).

    The Configure Dispositions Page (page 11-6) is displayed.

2. Select **Delete Action** from a disposition's Item **Actions** popup menu. You can also click on the action name and select Delete from the Disposition Action Info Page (page 11-9).

    A message is displayed saying that the disposition action was deleted successfully.

3. Click **OK**.

To delete multiple dispositions, click the checkbox for the dispositions to delete on the Configure Dispositions Page (page 11-6) and select **Delete** from the Table menu.

Disabling Custom Disposition Actions

Permissions: The Admin.CustomDispositionActions right is required to delete custom disposition actions. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

To disable a custom disposition action, complete the following steps:

1. Select**Configure—Disposition Actions—Disable** from the Configure Retention Administration Page (page 6-2).

   The Disposition Actions Configuration Page (page 11-10) is displayed.

2. Select the checkbox next to the actions which should be disabled and made unavailable for use.

3. Click **Submit Update** when done.

Disposition Interface

The following screens are used when managing dispositions:

❖ Configure Dispositions Page (page 11-6)

❖ Create or Edit Disposition Action Page (page 11-7)

❖ Disposition Action Info Page (page 11-9)

Configure Dispositions Page

This page is used to access any previously configured dispositions and to add new dispositions. To access this page, select **Configure—Custom Dispositions** from the Configure Retention Administration Page (page 6-2).

The Configure menu on this page is the same menu used on the Configure Retention Administration Page (page 6-2). See Configuration Page Menus (page 6-6) for details.

Create or Edit Disposition Action Page

Important: Creating custom disposition actions requires in-depth technical knowledge of Content Server. To define custom disposition actions, contact Consulting Services.

Permissions: The Admin.CustomDispositionActions right is required to use this page. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

Use the Create page to define a new custom disposition action. To access this page, click **Add** from the Configure Dispositions Page (page 11-6).

Use the Edit page to modify the properties of an existing custom disposition action. To access this page, select **Edit Action** from the disposition's Item **Actions** menu on the Configure Dispositions Page (page 11-6). You can also click the disposition name and select **Edit** from the Disposition Action Info Page (page 11-9).

Feature	Description
Action ID field	Enter a unique name for the custom disposition action. ❖ Required. ❖ Maximum characters: 30. This field is view-only on the edit page.
Action Name field	Enter a name for the custom disposition action. This is the name that will be shown in the list of available disposition actions. ❖ Required. ❖ Maximum characters: 30.
Brief Description field	Enter a description of the custom disposition action. ❖ Required. ❖ Maximum characters: 100.
Group Name field	The heading name that the custom disposition action is grouped under in the list of available disposition actions on the Disposition Rule Screen (page 13-13). ❖ Required.
Action Service field	Select the Content Server service to be used for the custom disposition action. **Note:** Contact Consulting Services for assistance with setting up custom disposition actions.
Action Service Parameters field	If required, specify the parameter(s) that should be used for the selected action service. **Note:** Contact Consulting Services for assistance with setting up custom disposition actions.
Must Be First check box	Select this check box if the custom disposition action can only be used as the first action in a disposition instruction. See Chapter 13 (*Defining Disposition Instructions)* for details.

Feature	Description
Must Be Last check box	Select this check box if the custom disposition action can only be used as the last action in a disposition instruction. See Chapter 13 (*Defining Disposition Instructions)*.
Require Approval check box	Clear this check box if the custom disposition action should be performed without sending an e-mail notification for approval. ❖ Default: selected (i.e., approval is required for the disposition action to be performed).
Allow Archive check box	Select this check box if the custom disposition action should be able to archive items affected by the disposition action.
Allow Scheduling check box	Select this check box if the custom disposition action should be able to be scheduled.
Create button (Create page only)	Creates the new custom disposition action.
Submit Update button (Edit page only)	Submits the edited custom disposition action.
Reset button	If you are creating a new custom disposition action, this resets the page to its initial default settings. If you are editing an existing custom disposition action, this returns your original settings.

Disposition Action Info Page

The Disposition Action Info page displays the current characteristics of the selected custom disposition action. To access this page, click on a disposition name on the Configure Dispositions Page (page 11-6).

Disposition Actions Configuration Page

Use this page to set what dispositions actions will be disabled and unavailable for use. To access this pgae, select **Configure—Dispositions—Disable** from the Configure Retention Administration Page (page 6-2).

Feature	Description
Disposition actions boxes	Displays the actions which can be disabled. These include default actions installed with the system and any dispositions which have been defined.
Submit Update button	Submits your updates.
Reset button	Resets the page to the initial default settings. If you are on an editing page, reset returns your original settings.

Creating a Custom Disposition Action Example

Permissions: The Admin.CustomDispositionActions right is required to perform the tasks in this example. This right is not assigned by default to any of the predefined roles, which means you must assign it to a role before this functionality is exposed.

This example creates a custom disposition action that automatically retains the last three revisions of a content item.

1. Select **Configure—Disposition Actions—Custom** from the Configure Retention Administration Page (page 6-2).

   The Configure Dispositions Page (page 11-6) is displayed.

2. In the Custom Disposition Action area, click **Add**.

   The Create or Edit Disposition Action Page (page 11-7) is displayed.

3. Complete the metadata fields as follows:

   a. In the **Action ID** field, type `RetainLast3Rev`.

   b. In the **Action Name** field, type `Retain Last 3 Revisions`.

   c. In the **Brief Description** field, type `Only keep the last 3 revisions of a content item`.

   d. In the **Group Name** field, type `Custom`.

   e. From the **Action Service** dropdown list, select DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE.

   f. In the **Action Service Parameters** field, type `NumberOfRevisions=3`.

   g. Select the **Require Approval** and **Allow Scheduling** check boxes.

4. Click **Create**.

The newly created disposition action can now be selected from the list of available disposition actions when creating disposition rules.

FREEZES

Note: Freezing is available for content that is outside Retention Schedules.

Freezing a content item inhibits disposition processing. This may be necessary to comply with legal or audit requirements (for example, as a result of litigation). In addition, metadata for the item is also frozen.

You can predefine the types of freezes that users can select from a dropdown menu when freezing items. This enables you to better control the freeze/hold process.

Note: If you freeze an item, *all* revisions of that item are frozen. The revision that you freeze is frozen directly and the other revisions inherit the freeze.

This section covers the following topics:

Managing Freezes

The following tasks are involved in managing freezes:

❖ Creating or Editing a Freeze

❖ Searching for Frozen Content Items

❖ Saving a Freeze Screening Report as a File

❖ Resending an E-Mail Notification for a Freeze

Creating or Editing a Freeze

Use this procedure to create a freeze that users can select if they want to freeze a content item.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

   The Freeze Configuration Page (page 11-18) is displayed.

2. In the Freeze area, click **Add**.

   The Create or Edit Freeze Page (page 11-19) is displayed.

3. Select a **Security Group** from the dropdown list.

Note: This field is only displayed if default Content Server security is enabled on the Configure Retention Administration Page (page 6-2).

4. In the **Filer** field, specify the person who is responsible for creating the freeze. This will normally be the person that is currently logged in, so the default does not generally need to be changed, but you can choose a different user from the dropdown list if required.

5. Specify a **name** for the freeze.

6. (Optional) Specify a **description** for the freeze.

7. (Optional) Specify **group and user permissions** to restrict who has access to the freeze.

> **Note:** These fields are only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).

8. (Optional) Specify the **end date** of the freeze.

> **Important:** The content items are not unfrozen automatically at the specified date. This needs to be done manually. This field is used for tracking and documentation purposes only.

9. (Optional) Specify a descriptive text with **instructions for unfreezing** the content items.

10. (Optional)Specify if a notification should be sent about the freeze. Notifications are first sent out when the freeze is created.

11. Enter the email address of people to receive the freeze notification and the email address of the person initiating the email.

12. Enter an email message.

13. (Optional)Specify if notification should be periodically re-sent.

14. Select a period of time to wait before re-sending, and the period value (for example, 1 month).

15. Click **Create**.

    A message is displayed saying that the freeze was created successfully, with the freeze information.

16. Click **OK**.

Use the following procedure to edit a freeze:

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

    The Freeze Configuration Page (page 11-18) is displayed.

2. Select **Edit—Edit Freeze** from a freeze's Item **Actions** popup menu. You can also click on a freeze name and select **Edit—Edit Freeze** from the Page menu.

    The Create or Edit Freeze Page (page 11-19) is displayed.

3. Make modifications as required, and click **Submit Update** when you finish.

A message is displayed saying that the freeze was updated successfully, with the freeze information.

4. Click **OK**.

Viewing Freeze Information

Permissions: The Admin.RecordManager right is required to view freeze information. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

    The Freeze Configuration Page (page 11-18) is displayed.

2. Click on a freeze name to view.

    The Freeze Information Page (page 11-24) is displayed.

3. When you finish viewing the information, click **OK**.

Deleting a Freeze

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role. Delete permission (D) for the security group of the freeze is also required.

Important: You cannot delete a freeze if that freeze is currently applied to any content items. If you try, an error message is displayed.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

    The Freeze Configuration Page (page 11-18) is displayed.

2. Click on a freeze name to delete.

    The Freeze Information Page (page 11-24) is displayed.

3. Click Delete.

To delete multiple freezes, select the freeze checkbox and click **Delete** on the Table menu on the Freeze Configuration Page (page 11-18).

Unfreezing a Freeze

Use this procedure to unfreeze all content items that are currently frozen with a particular freeze.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

   The Freeze Configuration Page (page 11-18) is displayed.

2. Select **Edit—Unfreeze** from a freeze's Item **Actions** popup menu. You can also click on a freeze name and select **Edit—Unfreeze** from the Page menu on the Freeze Information Page (page 11-24).

   The Set Unfreeze Page (page 11-25) is displayed.

3. In the **Unfreeze Reason** field, specify a reason for the unfreeze action.

4. Click **OK**.

   A message is displayed saying that all items with the selected freeze have been successfully unfrozen.

5. Click **OK**.

Searching for Frozen Content Items

Use this procedure to search for content items that are currently frozen with a specific freeze.

Permissions: The Admin.RecordManager and Admin.Screening rights are required to perform this action. These rights are assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

   The Freeze Configuration Page (page 11-18) is displayed.

2. Click on a freeze name.

   The Freeze Information Page (page 11-24) is displayed.

3. In the **Information** Page menu, click one of the **Screen...** options:

❖ **Screen Frozen Content:** Used to display a list of all content items that are currently frozen with the selected freeze. Either this option or the next option produce essentially the same result.

❖ **Screen All Frozen Content:** Used to display a list of all content items that are currently frozen with the selected freeze.

The Frozen Content Page (page 11-25) is displayed, which lists all content that meet the criteria of the selected screening option.

Saving a Freeze Screening Report as a File

Permissions: The Admin.RecordManager and Admin.Screening rights are required to perform this action. These rights are assigned by default to the 'retadmin' role.

1. Search for frozen items. See Searching for Frozen Content Items (page 11-15) for details.

2. In the **Information** list on the Frozen Content Page (page 11-25), click **Save Screening Results**.

3. A file download dialog appears, where you can open or save the file to your hard drive.

Note: The screening report is generated in the report format specified on the Configure Retention Administration Page (page 6-2).

Note: If the generated report file is in PDF format, it cannot be viewed using Adobe Acrobat 5.*x* or earlier. You need at least version 6.0 of the Acrobat software.

Resending an E-Mail Notification for a Freeze

If you set up e-mail notification for a freeze, the notification e-mail is first sent out when you initially create the freeze (see Creating or Editing a Freeze (page 11-12)). You can elect to periodically send out notifications when you set up a freeze.

Use this procedure to send the e-mail notification about the freeze again (for example, because you want to notify the people involved about a change in the freeze implementation).

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

   The Freeze Configuration Page (page 11-18) is displayed.

2. Click on a freeze name.

   The Freeze Information Page (page 11-24) is displayed.

3. Make modifications to the e-mail properties (recipients, message text) as required.

4. Click **Submit Update** when you finish.

   A message is displayed saying that the freeze was updated successfully, with the freeze information. The notification e-mail has been sent using the e-mail settings of the content server.

5. Click **OK** to return to the Configure Retention Schedule Components page.

Example: Creating a Freeze

This example creates a freeze due to litigation with a company that is valid until 2/20/2010.

Permissions: The Admin.RecordManager right is required to perform the tasks in this example. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

   The Freeze Configuration Page (page 11-18) is displayed.

2. In the Freeze area, click **Add**.

   The Create or Edit Freeze Page (page 11-19) is displayed.

3. Select a **Security Group**.

4. In the **Filer** field, make sure your own user login is displayed.

5. In the **Freeze Name** field, type `Litigation`.

6. In the **Freeze Description** field, type `Litigation With Company XYZ`.

7. In the **End Date** field, specify 2/20/2010 as the end date, by typing or using the calendar icon.

8. In the **Unfreeze Instructions** field, type `Do not unfreeze the records until the litigation proceedings have been completed.`

9. If required, select the **Send Notification** check box, and provide the e-mail properties (recipients, from-address, and message text).

10. Click **Create** when you finish.

Freeze Interface

The following screens are used when managing freezes;

❖ Freeze Configuration Page (page 11-18)

❖ Create or Edit Freeze Page (page 11-19)

❖ Freeze Information Page (page 11-24)

❖ Set Unfreeze Page (page 11-25)

❖ Frozen Content Page (page 11-25)

Freeze Configuration Page

This page is used to add new freezes or to access previously created freezes for editing or deletion. To access this page, select **Configure—Freezes** from the Configure Retention Administration Page (page 6-2).

Create or Edit Freeze Page

Permissions: The Admin.RecordManager right is required to use this page.

Use the Create page to define a new freeze. To access this page, click **Add** on the Freeze Configuration Page (page 11-18).

Use the Edit page to modify the properties of an existing freeze. To access this page, select **Edit—Edit Freeze** on a freeze's Item Actions popup menu on the Freeze Configuration Page (page 11-18). You can also click a freeze name and select Edit—Edit Freeze on the Page menu on the Freeze Information Page (page 11-24).

Feature	Description
Security Group list	Displays the security group that is allowed access to the freeze. ❖ Required. This field is only displayed if Default Content Server security is enabled on the Configure Retention Administration Page (page 6-2).
Filer	Displays the person who created the freeze. Select the filer from the options list if you are not the person responsible for creating the freeze. ❖ Required. ❖ Default: Privileged user that is currently logged in. This field is only displayed if Default Content Server security is enabled on the Configure Retention Administration Page (page 6-2).
Freeze Name	Enter a name for the freeze. This is the name that will be shown in the list of available freezes. It will also appear in the subject line of an e-mail notification about the freeze. ❖ Required. ❖ Maximum characters: 30. This field is view-only on the edit page.
Freeze Description	Specify a description for the freeze. ❖ Required. ❖ Maximum characters: 1,000.
Group Permissions	Displays any group permissions assigned to the freeze. ❖ Optional. ❖ Maximum characters: 100. This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).

Feature	Description
Select button (Group Permissions)	Opens the Select Alias screen so you can add groups to an access list and set permissions for each group. This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
User Permissions	Displays users granted access to the freeze. ❖ Optional. ❖ Maximum characters: 100. This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
Select button (User Permissions)	Opens the Select Users screen so you can add groups to an access list and set permissions for each group. This field is only displayed if ACL-based security is enabled on the Configure Retention Administration Page (page 6-2).
Creation Date (Edit page only)	The date and time the freeze was created. This field is view-only and is displayed for tracking and documentation purposes.
End Date	(Optional) Specify the date when the freeze ends and when the content items should be unfrozen again. Click the calendar icon to choose a date. **Important:** The content items are not unfrozen automatically at the specified date. This needs to be done manually. This field is displayed for tracking and documentation purposes only.
Unfreeze Instructions	(Optional) Specify a descriptive text with instructions for unfreezing content items (for example, "Do not unfreeze until..."). This field is displayed for tracking and documentation purposes only. Maximum characters: 1,000.
Unfreeze Reason (Edit page only)	(Optional) Specify a reason for unfreezing all content items that are currently frozen with a particular freeze. See Unfreezing a Freeze (page 11-15).

Feature	Description
Send Notification and Periodically Resend Notification check box	Sends an e-mail notification to one or more persons after the freeze is created or edited. For example, you could create a freeze for a lawsuit and notify all people working on that lawsuit that they need to check in any items pertaining to the lawsuit using the associated freeze. The e-mail is (re)sent immediately using the e-mail settings of the content server as soon as you click the Create button (on the Create Freeze page) or the Submit Update button (on the Edit Freeze page). If your e-mail server is not set up correctly, an error message is displayed. The subject line of the e-mail is the freeze name. When an e-mail is sent, a freeze audit information log is checked into the content server. This log contains information about the freeze (freeze name, description, and creation date) as well as information about the e-mail notification that was sent (sender, recipient, message, and send date). ⚠ E-mail notification cannot be sent if default metadata for checked-in audit logs has not been defined. See the *Records Manager Corporate Edition System Maintenance Guide* for details.
Email To	Specify the e-mail address(es) that the notification should be (re)sent to (in the form *user@domain.com*). You cannot use wildcards in the e-mail addresses. To send the notification to multiple recipients, use commas to separate the individual e-mail addresses. Spaces are ignored, so you can insert spaces after each comma if you like. Do not press Enter to put e-mail addresses on separate lines. If you do, all e-mail addresses after the first line break will not receive the notification. ❖ Required (if Send Notification check box is selected). ❖ Maximum characters: 3,000.

Feature	Description
Email From	Specify the e-mail address of the person who sent the notification (in the form *user@domain.com*). You can only specify one e-mail address. If you leave this field blank, the sender of the e-mail notification (the "From" field in the e-mail) will be the e-mail address of the user who created the freeze or resent the notification (as specified in the user profile). ❖ Optional (if Send Notification check box is selected). ❖ Maximum characters: 100.
Email Message	Specify the body text of the e-mail notification (the actual message)—for example, "A new freeze called 'Legal Case 19403' has been created. Please make sure that you apply this freeze to all documents pertaining to this case." ❖ Required (if Send Notification check box is selected). ❖ Maximum characters: 3,000.
Email Sent Date (Edit page only)	Displays the date and time that the e-mail notification about the freeze was last sent.
Create button (Create page only)	Creates the new freeze.
Submit Update button (Edit page only)	Submits the edited freeze.
Reset button	If you are creating a new freeze, this resets the page to its initial default settings. If you are editing an existing freeze, this returns your original settings.

Security Group list, Filer, Group Permissions, the Select button (Group Permissions), User Permissions, Select button (User Permissions) are only displayed if specific security settings are enabled on the Configure Retention Administration Page (page 6-2).

Freeze Information Page

The Freeze Information page displays the characteristics of the selected freeze. To access this page, click on a freeze name on the Freeze Configuration Page (page 11-18).

This page shows the current properties of the selected freeze. The Page menu has the following options:

❖ **Edit:** Used to edit the current freeze, unfreeze the freeze, or alter the notification.

❖ **Delete:** Used to delete the current freeze.

Important: You cannot delete a freeze if that freeze is currently applied to any content items. If you try, an error message is displayed.

❖ **Information:** Used to perform the following searches:

• **Screen Frozen Content:** Used to display a list (see Frozen Content Page (page 11-25)) of content items that are frozen with the current freeze.

• **Screen All Frozen Content:** Used to display a list (see Frozen Content Page (page 11-25)) of all content items that are frozen with the current freeze.

Set Unfreeze Page

Use the Set Unfreeze page to specify a reason for canceling the frozen status of content items. To access this page, select **Retention Administration—Configure Retention Schedule Components** from the **Administration** tray. In the Freeze area, select the freeze to be specified, and click **Unfreeze**.

Frozen Content Page

Permissions: The Admin.RecordManager right and Admin.Screening right is required to use this page.

The Frozen Content page displays a list of the content items that are frozen with the current freeze. To access this page, select **Information** then the screening type from a freeze on the . See Searching for Frozen Content Items (page 11-15) for more information.

You can also save the screening results as a file, in the report format specified on the Configure Retention Administration Page (page 6-2).

Note: If the generated report file is in PDF format, it cannot be viewed using Adobe Acrobat 5.*x* or earlier. You need at least version 6.0 of the Acrobat software.

12

CONFIGURING RELATED CONTENT (LINKS)

OVERVIEW

Links establish a type of relationship between content items. This may be useful when content items are related and need to be considered together, for example:

❖ A native file (for example, in Word) has several different renditions such as a PDF or thumbnail image, each of which is checked into the content server as a separate content item.

❖ A native file (for example, in Word) contains a number of embedded images, each of which is checked into the content server as a separate content item.

❖ A native file (for example, in Word) contains a number of links to other native files (for example, in Word), each of which is checked into the content server as a separate content item.

Note: Links previously created using the RmaLinks component do not carry over if you have installed a newer version of software that uses the Related Content component.

This chapter covers the following topics:

Concepts

❖ About Related Content (page 12-2)

❖ Predefined Relationship Types (page 12-3)

ABOUT RELATED CONTENT

Related content establishes a type of relationship, or link, between individual items. The relationships are based on one of four available Relationship Classes (page 12-5). A number of Predefined Relationship Types (page 12-3) are also provided but you can also add custom relationship types to suit the need of your environment. See Adding or Editing a Custom Relation Type (page 12-7) for details.

Permissions: The Admin.ConfigureLinkTypes right is required to perform these actions.

There are two basic methods of creating relationships between items:

❖ **Creating a relationship from one existing item to another existing item:** If you create a relationship from an item in the system to another, existing item in the system,

you use the search page during the process to access the existing item and link to it. For details see Linking to an Existing Item (page 12-9).

❖ **Creating a relationship from an existing item to a new item:** If you add a relationship from an item to a new item, you use the content check-in page during the process to create the new item to which you are linking. For details see Linking to a New Item (page 12-9).

Permissions: You can create relationships between items only to which you have access. You cannot create relationships to items for which you do not have adequate access privileges such as assigned rights, classification, supplemental markings, etc.

Important: When items are deleted, all corresponding relationships are deleted, except in the case when a superseded item is in the midst of disposition processing. A "dangling relationship" exists until such time that the superseded content item completes its disposition processing, then the relationships are deleted.

PREDEFINED RELATIONSHIP TYPES

The following predefined relationship types are available:

❖ Renditions (page 12-3), based on the Peer-to-Peer Class (page 12-6)

❖ Supersedes (page 12-4), based on the Chained List Class (page 12-6)

❖ Supporting Content (page 12-4), based on the Supporting Content Class (page 12-6)

❖ Cross-Reference (page 12-5), based on the Cross-Reference Class (page 12-7)

You can also define your own relationship types.

Renditions

The predefined Renditions type is based on the Peer-to-Peer Class (page 12-6). It is typically used to indicate peer relationships between items. Rendition when used in the sense means a link to a copy or some other version of an item. For example, an editable text item could be linked to a non-editable display content item, or a physical printed rendition. This type of relationship can be created by anyone in the RetentionGroup security group to link an item source file to any other renditions.

To step through an example of creating this type of link, see Renditions Link Example (page 12-12).

Supersedes

The predefined Supersedes relationship is based on the Chained List Class (page 12-6). It is used when an item, such as a content item that is subject to review, must be maintained with current information. The supersede type causes the previous content item to become obsolete. A supersedes relationship creates a hierarchy chain between items. The supersedes relationship is special because it allows you to harness the disposition processing to handle superseded items if you so desire. This type of relationship is created by anyone in the RetentionGroup security group to link an item that supersedes another.

The Supersedes relationship can be set on any item in the chained list, but is typically set on the most recent. The supersede date is set on the item that was superseded, not on the superseding item. Only the most recent version is shown in the Links area on the Content Information page; not all revisions are shown. The most recent item that superseded another item is at the top of the chained list.

To step through an example of creating this type of relationship, see Superseded Link Example (page 12-15).

Supporting Content

The predefined Supporting Content type is based on the Supporting Content Class (page 12-6). There is one "main" item (the parent) which has a number of subordinate, supporting items (the children). Supporting content links are based on the premise that a supporting content child can have multiple parent items that they support; however, there can be only one parent to multiple child items. A supporting content relationship type can create a single parent-multiple children hierarchy between items.

This type of relationship can be created by anyone in the RetentionGroup security group to link an item to other items that support the initial parent item in some way. For example, an image can be linked to a text file describing the printing requirements of that image. You can also use the supporting content type of relationship for an item that has embedded content. The supporting content relationship is convenient for linking portions of web site content, such as an HTML document with placeholders to images, sound files, or video files. To create a parent-child type of relationship between items that cross usage reference boundaries, the supporting content type can accommodate tracking the item relationships. A single image might be used in multiple parent documents, for instance, and a single document might contain multiple images.

To step through an example of creating this type of link, see Supporting Content Link Example (page 12-16).

Cross-Reference

The predefined Cross-Reference relationship is based on the Cross-Reference Class (page 12-7). It is essentially a pointer from one item to another. This type of link can be created by anyone in the RetentionGroup security group to link items that reference each other. The link can be unidirectional (i.e., going one way only) or bidirectional (or reciprocal; i.e., going both ways).

To step through examples of creating these types of link, see One-Way Cross-Reference Link Example (page 12-13) and Reciprocal Cross-Reference Link Example (page 12-14).

LINKING METHODS

There are two basic methods of creating relationships:

❖ **Creating a relationship from one existing item to another existing item:** If you create a relationship from an item in the system to another, existing item in the system, you use the search page during the linking process to access the existing item and link to it. For details see Linking to an Existing Item (page 12-9).

❖ **Creating a relationship from an existing content item to a new item:** If you add a relationship from an item in the system to a new item, you use the content check-in page during the linking process to create the new item to which you are linking. For details see Linking to a New Item (page 12-9)

Important: When content items are deleted, all corresponding relationships are deleted.

Relationship Classes

Each relationship type is based on a class definition of the relationship. There are four types of classes:

❖ Peer-to-Peer Class (page 12-6)

❖ Chained List Class (page 12-6)

❖ Supporting Content Class (page 12-6)

❖ Cross-Reference Class (page 12-7)

Peer-to-Peer Class

The peer-to-peer class represents a relationship between content where none of the items is more important than the other. There is no "master" or "parent" content item. A typical example would be different renditions of a document (for example, Word, PDF, or thumbnail image). The relationship is a many-to-many (m:n) relationship between peer items. Many content items (m) can have many relationships to other content items (n).

Corporate Edition comes with a predefined relationship type based on the peer-to-peer class: the Renditions type (see Renditions (page 12-3)).

Chained List Class

The chained list class represents a relationship between content where the individual items are interconnected in series, thus creating a "chain" of linked items. An example would be incremental versions of items that supersede each other, where you start out with the first version, link the second version, link the third version, and so on. The latest linked item may supersede all previous items, but it does not need to. The relationship is a one-to-many (1:m) relationship between the superseding item and its superseded items. There can be one (1) content item that has superseded many (m) content items.

The chained list class is comparable to the revisions concept within Content Server, but operates at a different level. Chained lists span multiple content items, whereas revision lists are for individual content items only.

Corporate Edition comes with a predefined type based on the chained list class: the Supersedes (page 12-4).

Supporting Content Class

The supporting content class represents a relationship between content where there is one "main" item (the parent) which has a number of subordinate, supporting items (the children). Typical examples would be documents that contain embedded images, or web files with placeholders to external images, sound files, or video clips. The parent item then links to the embedded or external supporting files (children), each of which is checked into the content server as a separate item.

The relationship is a one-to-many (1:m) parent-child relationship between one "main" item and its supporting items. There can be one (1) parent content item that has many (m) supporting content items. Even though there can only be one parent item in this relationship, child items can belong to multiple parents and reside in other sets of supporting content relationships. A child item can be the supporting content of many parents, but only one parent item can be supported by child items.

Corporate Edition comes with a predefined type based on the supporting content class: the Supporting Content link type (see Supporting Content (page 12-4)).

Cross-Reference Class

The cross-reference class represents a one-to-one relationship between a pair of content items. The relationship is a cross-reference that points a content item to another content item. The relationship can be unidirectional (pointing in one direction) or bidirectional (pointing in both directions, or reciprocal). A typical example would be a document that contains a reference to another document, where these documents are linked together.

Corporate Edition comes with a predefined type based on the cross-reference class: the Cross-Reference link type (see Cross-Reference (page 12-5)).

MANAGING RELATED CONTENT

The following tasks are involved in managing links:

❖ Adding or Editing a Custom Relation Type (page 12-7)

❖ Deleting a Custom Link Type (page 12-8)

❖ Linking Items (page 12-9)

❖ Unlinking an Item (page 12-10)

Adding or Editing a Custom Relation Type

You must use one of the predefined classes for this task.

Permissions: The Admin.ConfigureLinkTypes right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Related Content Types** from the Configure Retention Administration Page (page 6-2).

    The Configure Link Types Page (page 12-17) is displayed.

2. Click **Add Related Content Type**.

    The Add or Edit Related Content Type Page (page 12-19) is displayed.

3. Enter a name in the **Name** box.

4. (Optional) Enter a destination in the **Destination** box.

5. Select a type from the **Class** list. For more information about classes, see Relationship Classes (page 12-5).

6. Click **Add**.

   The new type is added.

Use this procedure to edit the name or destination of a custom type. You are not allowed to edit the class.

1. Select **Configure—Related Content Types** from the Configure Retention Administration Page (page 6-2).

   The Configure Link Types Page (page 12-17) is displayed.

2. Click **Add Related Content Type**.

   The Add or Edit Related Content Type Page (page 12-19) is displayed.

3. In the **Actions** popup menu for the custom link to edit, click **Edit**.

   The Add or Edit Related Content Type Page (page 12-19) is displayed.

4. If required, edit the name in the **Name** box.

5. If required, enter or edit a destination in the **Destination** box.

6. Click **Submit Update**.

   The type is updated on the Configure Link Types page.

Deleting a Custom Link Type

You cannot delete built-in types (System = "Yes"). If a custom type is in use, you cannot delete it until you remove it from use (see Unlinking an Item (page 12-10) for further details). When you delete a custom type, this deletes the type definition, but does not delete any of the associated content items.

Permissions: The Admin.ConfigureLinkTypes right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure—Related Content Types** from the Configure Retention Administration Page (page 6-2).

   The Configure Link Types Page (page 12-17) is displayed.

2. Select Delete from the **Actions** popup menu for the existing link type to delete.

   You are prompted to confirm the action.

3. Click **OK**.

The link type is deleted from the Configure Link Types page.

Linking Items

You can link to a new item or to an existing item. You can link an existing item in the retention schedule to a new item that you check in, or an existing item that you search for:

❖ **Link New Item:** Opens the Content Check In Form so you can check in a new item linked to an existing item.

❖ **Link Existing Item:** Opens the Search page so you can search for the existing items to link to an existing item.

Linking to a New Item

1. Access the existing item from which to link using the method you prefer:

   ❖ Browse the retention schedule and list items within a category.

   ❖ Screen Content for the item if you have the administrator privilege.

   ❖ Search for an existing item to link.

2. From the Retention Schedule, Screening Results, or Search Results page, select the relationship type from the item's **Actions** menu.

3. In the Page menu of the link page, click **Link—Link New Item**. The Content Check In Form is displayed.

4. Check in the new item to which to link. For more information about how to check in a content item, see the *Records Manager Corporate Edition User Guide*.

Linking to an Existing Item

1. Access the existing item from which to link using the method you prefer:

   ❖ Browse the retention schedule and list items within a retention category.

   ❖ Screen Content for the item if you have the administrator privilege.

   ❖ Search for an existing item to link.

2. From the Retention Schedule, Screening Results, or Search Results page, select the relationship type from the item's **Actions** menu.

3. Click the **Add Link** action for the type of link to make. The link page for that link type opens.

4. In the menu of the link page, click **Link—Link Existing Item**. The Advanced Search page is displayed.

5. Search for the item to which to link. For information about searching for items, see the *Records Manager Corporate Edition User Guide* or *Content Server User Guide*. A search results page is displayed with a Link column added.

6. Select the check box in the **Link** column next to the item or items to which to link.

7. From the Table menu, click **Link—Link Selected Items**. The Link Page for the type of link you created is displayed, listing the item to which the link was established.

Unlinking an Item

Use this procedure to unlink two linked items. There may be some compelling reason for you to remove a link, such as rerouting a link, or using a different type of link altogether.

Important: To unlink *destination links* such as Cross-Referenced By or Supported Content By, you must unlink from the content information page of the originating item. The destination links are the links that appear indented in the Links area of the content information page. The exception to this is a reciprocal cross-reference link; you can unlink from either link page in that case.

1. Navigate to the content information page of the item to unlink.

2. Click on the links that have a (+) to open the respective link page.

3. Select Unlink from the item's **Actions** popup menu..

4. A message is displayed asking you to confirm removal of the link.

5. Click **OK**. The link page is displayed with the formerly linked content item no longer listed.

LINK EXAMPLES

The following examples demonstrate the use of links:

❖ Enclosures Custom Link Types Example (page 12-11)

❖ Renditions Link Example (page 12-12)

❖ One-Way Cross-Reference Link Example (page 12-13)

❖ Reciprocal Cross-Reference Link Example (page 12-14)

Enclosures Custom Link Types Example

This example creates a link type with a custom name, and because it is a parent-child relationship, it also creates a destination link. The destination child link brings up any linked supporting items. This example creates a supporting content link types named "Enclosed by" with a destination link of "Enclosing Document," and "Enclosure of" with a destination link called "Enclosures."

1. Select **Configure—Related Content Types** from the Configure Retention Administration Page (page 6-2).

    The Configure Link Types Page (page 12-17) is displayed.

2. Click **Add Related Content Type**.

    The Add or Edit Related Content Type Page (page 12-19) is displayed.

3. Enter the name `Enclosed By` for the link in the **Name** box.

4. Enter `Enclosing Document` in the **Destination** box.

5. Select the **Supporting Content** link type from the **Class** list.

6. Click **Add**.

    The new link type is added to the Configure Link Types page.

7. Click **Add Related Content Type**.

    The Add or Edit Related Content Type Page (page 12-19) is displayed.

8. Enter the name `Enclosure of` for the link in the **Name** box.

9. Enter `Enclosures` in the **Destination** box.

10. Select the **Supporting Content** link type from the **Class** list.

11. Click **Add**.

    The new link type is added to the Configure Link Types page.

The new custom link names are displayed in the Configure Link Types page. The Actions column is now populated with a popup menu for the custom link types, which are indicated by the System column being populated with the value "No."

The custom link types are also available to users in the Links area of the content information page. They are also available for use in the Page menu of the search results page.

If links exist for a particular link type, a plus sign (+) displays after the link type in the Content Information page.

An Enclosed By link to other content items is present for the current item. If you click the link, a list of the linked items is displayed.

Renditions Link Example

This example gives the basic steps for creating a renditions link between items. This example creates a rendition link from a newly checked in item to other newly checked in items. This example checks in a master graphics file called "Master PSD" and then checks in renditions, or different graphics formats of the same file (GIF, PNG, JPEG, BMP, and TIFF), as renditions links to the Master PSD file.

It is probably most convenient to link just after checking in an item because you do not have to search or browse for the item. You can quickly access the Content Info link from the Check In Conformation page.

1. Check in an item called "Master PSD." Immediately after checking in, click the Content Info link available on the check-in confirmation page.

2. In the Links area of the content information page, click **Renditions**. The Renditions link page is displayed and is initially blank for the new and unlinked item.

3. In the Page menu, click **Link—Link New Item**.

4. Check in a content item called "GIF version" completing only required fields. After you click Check In, the newly checked in and linked item is displayed in the Renditions link page for the item. For any assistance with checking in items, see the *Records Manager Corporate Edition User Guide*.

5. Repeat linking new and checking in versions called "JPEG" and "TIFF."

Click the Info icon and check the Renditions link for a rendition link. For any of the items on the Renditions link page, they all list each other in their own respective Renditions link pages. All items listed as a rendition link have a Renditions (+) indication on their content information pages.

One-Way Cross-Reference Link Example

This example creates a one-way cross-reference link. The one-way link points one item to another one.

This example creates a one-way cross-reference between existing items. First you search for the item to which to create links, and then you search for the item or items to link. In this example, "Disaster Recovery Procedures" is linked to the existing "System Backup." For the purposes of trying this example, you can create two items with these titles and then search for them.

1. Browse the retention schedule or search for an existing item to link, for this example, the item called "Disaster Recovery Procedures." From the Retention Schedule or Search Results page, click the Info icon. The content information page for the item is displayed.

2. In the Links area of the content information page, click **Cross-References** from the listed links. The Cross-References link page for the item is displayed and is initially blank.

3. In the Page menu of the Cross-References Link page, click **Link—Link Existing Item**. The Search Results page for linking the item is displayed.

4. Enter your search criteria, and click **Search**. The Search Results are displayed for you to choose items to link. The title indicates the item from which you are linking. If your search criteria includes the item from which you are linking, that check box is grayed out and unavailable for selection. That prevents linking an item to itself. In the Search Results page for linking, select the check box for the items to have links.

5. In the Page menu of the Search for Links page, click **Link**. The items are linked, and the Cross-References page is displayed again with the ID and Titles of items linked as cross-references. "

6. Now click the Info icon for a cross-referenced item to open the content information page. Scroll down to the Links area.

7. The item from which we are linking has a (+) appearing after the Cross-Referenced By link.

8. Click the Cross-Referenced By link. The "System Backup: Cross-Referenced By" link page for the item is displayed.

9. Click the Info icon and access the content information page for the cross-referenced item. The item from which the link originated has a plus sign (+) appearing after the cross-references link.

Reciprocal Cross-Reference Link Example

This example creates a two-way link, which means that the linked items point to each other. This example creates a reciprocal cross-reference between existing items. First search for the item to which to create links, and then search for the itemto link. Similar screens to those used to create a cross-reference link are used and so are not replicated here.

As in the previous example, "Disaster Recovery Procedures" is linked to the existing "System Backup." For the purposes of trying this example, you can create two items with these titles and then search for the items. If you created links for the one-way example, unlink the items before proceeding with this example to view the same results as demonstrated for this example.

1. Browse the retention schedule or search for an existing item to link. From the Retention Schedule or Search Results page, click the Info icon. The content information page for the item is displayed.

2. In the Links area of the content information page, click **Cross-References** from the listed links. The Cross-References link page for the item is displayed and is initially blank.

3. In the Page menu of the Cross-References Link page, click **Link—Link Existing Item**. The Search Results page for linking the item is displayed.

4. Enter your search criteria, and click **Search**. The search results are displayed for you to choose items to link. The title indicates the item you are linking from. If your search criteria includes the item from which you are linking, that check box is grayed out and unavailable for selection. That prevents linking a content item to itself. In the Search Results page for linking, select the check box for the items to which to create reciprocal links.

5. In the Page menu of the Search for links page, click **Link—Link Reciprocal**. The items are linked, and the Cross-References page is displayed again with the ID and Titles of items linked as cross-references.

6. Now click the Info icon for the cross-referenced item "System Backup" to open the content information page for the item which was just linked. Scroll down to the Links area. Notice that the Cross-Reference and Cross-Referenced By links now indicate the reciprocal cross-reference links. Each Cross-References link now contains the plus (+) signs, and this appears for the content information pages of both items.

7. Click the Cross-Referenced By link. The Cross-Referenced By links page is displayed for the item.

You cannot perform any action from the Cross-Referenced By links page with the exception of viewing content information for any listed items. You must unlink the cross-referenced by items from their respective originating cross-references link pages; the same is true of Supported Content By or other "indented" (that is, destination) links.

Superseded Link Example

This example demonstrates creating a superseded link. Because content that is subject to review must be kept up-to-date, this example demonstrates superseding items that are subject to review; however, you can supersede items that are not subject to review as well. This example locates an existing item that is subject to review, accesses the supersedes link, and checks in a new item that supersedes the existing one.

Important: The supersedes link is a special type of link in that it allows you to take advantage of disposition processing to handle the superseded items. You can set up a category to have disposition processing rules. The supersede linking does not itself process superseded items; you must file the item into a category whose disposition instructions include handling superseded states.

The most likely scenario for superseding is to link a new item to an existing item. When a new content item is linked superseded to an existing content item, the existing content item becomes obsolete and is marked as superseded automatically. The superseded and obsolete dates are populated for you on the content information page of the superseded content item.

The current reigning content item is always at the top of the list of superseded content items. The superseded content items are all underneath the current one, and (Superseded) is indicated parenthetically after each superseded content item. The superseded content items are displayed in the order that the superseding occurred, starting with the first at the bottom of the list.

Of course, you do not have to file content items that might be superseded into categories that contain disposition instructions explicit to superseded. Multiple versions of a superseded content item can exist.

To step through this example, create a content item that is subject to review called "Status Report." If you have a non-production instance that contains a category that is subject to review with disposition instructions for handling superseded content item states, file the content item into that category. For assistance, see your administrator. Create another document called "new status report" but do not check it in before the example; we will check it in during the example.

To try out this example:

1. Search for an existing content item to link that is subject to review, for this example, a content item called "Status Report."

2. From the search results page, select **Add Link (Supersedes)** from the **Actions** menu of the item to link. The Supersedes link page opens for the existing content item called "Status Report."

3. Select **Link—Link New Item** on the Page menu. The Content Check In Form is displayed. Check in the document you created called "New Status Report" as a content item that is subject to review into a category whose disposition instructions include actions to handle a superseded state.

4. The Supersedes link page is displayed again with the superseded content item and its linked content item shown. Notice that the originating content item that was superseded is now in the list, with its superior content item now listed above it.

   Because the disposition instruction of the content item "Status Report" is set to destroy when superseded, the administrator responsible for the content item will receive a notification that there is a pending event for the administrator to process (destroying the superseded content item).

Supporting Content Link Example

This example demonstrates creating a supporting content link between existing content items. The figure below shows some items that will be linked as supporting content. The parent items are "Main HTML Page" and "Annual Corporate Report Brochure."

The "Main HTML Page" parent item has supporting content of the child items "Corporate Logo," "Training Video," and "Training Sound track."

The child item "Corporate Logo" also is used in many other places, including the parent item "Annual Corporate Report Brochure."

1. Search for an existing item to link, for this example, a item called "Main HTML Home Page."

2. From the Search Results page, click **Add Link (Supporting Content)** from the Item **Actions** menu. The Supporting Content link page opens for the existing item called "Main HTML Home Page."

3. In the Page menu, click **Link—Link Existing Item**. The Advanced Search page opens with the ID of the item displayed in the title.

4. Enter your search criteria, and click **Search**. The Search Results page is displayed.

5. Select the item to link as supporting content by selecting the check box for the item.

6. In the Page menu, click **Link**. The Supporting Content link page for the item is displayed again, listing the now linked items.

7. Repeat the supporting link process for the parent item "Annual Corporate Report Brochure" and link it to the child item "Corporate Logo," as shown below.

8. Click the Info icon to access the content information page for the Corporate Logo Image child item. The Supported Content By links indicates there are links present because there is a plus sign.

9. Click the **Supported Content By** link to display the link page for the child item. The Supported Content By indicates the content the item supports. The child item "Corporate Logo" displays its multiple parents.

LINK MANAGEMENT INTERFACE

The following screens are used to manage links:

❖ Configure Link Types Page (page 12-17)

❖ Add or Edit Related Content Type Page (page 12-19)

Configure Link Types Page

Related Content Types					
					Add Related Content Type
Name	Destination	Class	Revision-Independent	System	Actions
Renditions		Peer-to-Peer	Yes	Yes	
Supersedes		Chained List	Yes	Yes	
Supporting Content	Supported Content By	Parent-Child	Yes	Yes	
Cross-References	Cross-Referenced By	Cross-Reference	Yes	Yes	

Permissions: The Admin.ConfigureLinkTypes right is required to use this page. This right is assigned by default to the 'retadmin' role.

This page is used to view the existing types of links, and to add a custom link name based on one of the predefined link classes. To access this page, select **Configure—Related Content Types** from the Configure Retention Administration Page (page 6-2).

Feature	Description
Name column	The name of the defined link type.
Destination column	The destination of the defined link type, usually a description of the type of linked content item to which the parent points. Destination descriptions are not supported for link types based on the peer-to-peer or chained list link class, so this column is always empty for these link types.
Class column	The link class (see Peer-to-Peer Class (page 12-6)) that the defined link type is based on.
Revision-Independent	Indicates if the relationship is revision independent.
System column	This column contains "Yes" for predefined link types (seePredefined Relationship Types (page 12-3)), and "No" for custom link types.
Actions column	For custom link types (System = "No"), this column contains an Actions icon ( ). If you click on this icon, a popup menu appears which enables you to edit or delete the custom link type. For predefined link types (System = "Yes"), this column is always empty. (You cannot edit or delete the predefined link types.)
Action dropdown menu	You can use this dropdown menu to add a new custom link type (see Adding or Editing a Custom Relation Type (page 12-7)).

Add or Edit Related Content Type Page

Permissions: The Admin.ConfigureLinkTypes right is required to use these pages. This right is assigned by default to the 'retadmin' role.

Use the Add page to define your own custom link based on the predefined classes of links. To access this page, click **Add Related Content Type** from the Configure Link Types Page (page 12-17).

Use the Edit page to modify the properties of an existing custom link type. To access this page, select **Edit** from the related type's Item Action popup menu..

Feature	Description
Name field	Enter the name of your custom link. ❖ Required. ❖ Maximum characters: 50.

Feature	Description
Destination field	This field is available only for link types based on the supporting content or cross-reference link class. You can enter a description of the destination of the custom link type, typically the type of linked item that the parent is pointing to (for example, "Enclosed By" or "Rendition Of"). The destination is displayed on the Configure Link Types Page (page 12-17), and also in the Links area of the content information page of a content item. ❖ Optional. ❖ Maximum number of characters: 50.
Class list	Select the link class that the custom link type should be based on. The available link classes are: ❖ (default) Peer-to-Peer Class (page 12-6) ❖ Chained List Class (page 12-6) ❖ Supporting Content Class (page 12-6) ❖ Cross-Reference Class (page 12-7) This field is view-only on the edit page.
Maintain links with new content item revisions	When selected, maintains any links with future revisions of the item.
Add button *(Add Link Type page)*	When selected, the new custom link type is added to the Configure Link Types Page (page 12-17). The links are also available to authorized users in the Links area of the content information pages and the Actions popup menu on the search results pages.
Submit Update button *(Edit Link Type page)*	When selected, the properties of the custom link type are updated on the Configure Link Types Page (page 12-17)).
Reset button	When selected, the text boxes are cleared and the **Class** dropdown list option reverts to the default.

13

DEFINING DISPOSITION INSTRUCTIONS

OVERVIEW

Dispositions are the actions taken on content items, usually for items no longer required for conducting current business. Disposition actions for content includes the removal of content not needed for legal reasons or for content that has generally outlasted its usefulness.

Disposition is the last stage of three stages (creation/receipt, use and maintenance, disposition) in an item's life cycle.

This chapter discusses setting up and administering disposition scheduling. It covers the following topics:

Concepts

Tasks

Examples

Interface

ABOUT DISPOSITIONS

Dispositions are defined using disposition instructions. A disposition instruction is typically constructed as follows:

1. When a specified triggering event occurs (see Triggering Events (page 13-4)),

2. Wait a specified period of time (the retention period, described in Retention Periods (page 13-5)), if required, and then

3. Perform a specified disposition action (see Disposition Actions (page 13-5)).

A disposition instruction is created within a retention category. All children content items normally inherit dispositions from their parent retention category.

DISPOSITION TYPES

The following types of dispositions are available:

❖ Event Dispositions (page 13-3)

❖ Time Dispositions (page 13-3)

❖ Time-Event Dispositions (page 13-3)

Event Dispositions

An *event disposition* is when items are eligible for disposition when an event takes place. Upon the occurrence of a specified event, or immediately thereafter, an item is eligible for the disposition. The event itself acts as a closing occurrence. An event disposition does *not* have a retention period and uses actions like "Delete revision" and "Delete all revisions.".

To summarize, event dispositions do not have retention periods.

Figure 13-1 Event disposition
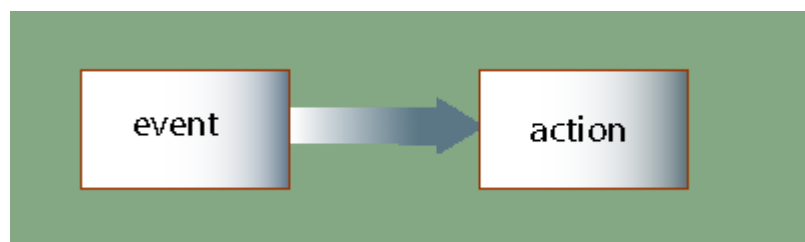
Time Dispositions

A *time disposition* has a fixed retention period. The retention period must transpire before the disposition instruction takes action on the content item. A typical example of a time disposition instruction is "Cutoff at the end of the (fiscal or calendar) year."

To summarize, time dispositions have retention periods and explicitly defined ends.

Figure 13-2 Time disposition
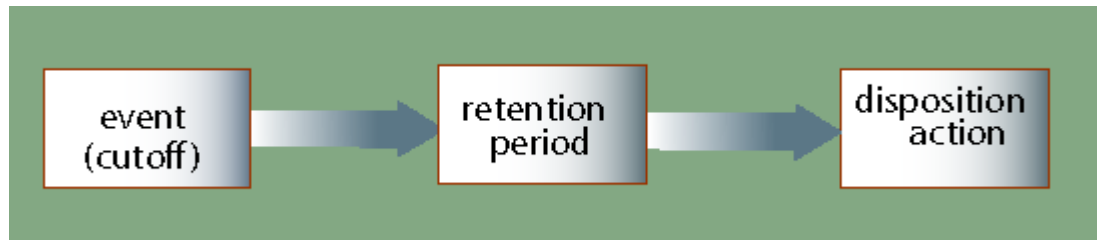
Time-Event Dispositions

A *time-event disposition* is a disposition instruction that begins with a specified triggering event. After the event has transpired, then the content item is cut off and the retention period is applied.

To summarize, time-event dispositions have retention periods and explicitly defined ends.

TRIGGERING EVENTS

A disposition instruction is activated when a triggering event occurs. The following built-in triggering event is supported:

Preceding Actions

❖ **Preceding Action:** This triggering event can be used for a disposition rule that is preceded by another rule upon which the subsequent rule depends. For example, one disposition action must be completed before another one can take place.

Content States

❖ **Superseded:** This triggering event is activated when the associated content have been superseded (i.e., supplanted, or displaced, by content items that are more recent or improved).

Note: Content items must be linked to be superseded. Linking is available if the Related Content component has been installed and enabled.

❖ **No Longer Latest Revision:** This triggering event is activated when the associated content revisions are no longer the latest revision (i.e., a new revision has been checked into the content server). This trigger allows you to create a rule to initiate automatic disposal of old revisions of content. This is especially useful to keep only the latest revision of content, and automate the disposal of old revisions.

❖ **Superseded Twice:** This triggering event is activated when the associated superseded content are superseded again. If content item A is superseded by content item B, which is subsequently superseded by content item C, then this trigger is activated for content item A.

Custom Triggers

❖ **Custom triggers** are also supported. For more information, see Creating or Editing a Trigger (page 8-5).

RETENTION PERIODS

The retention period is the amount of time that is waited after the triggering event before a disposition action is performed. A number of built-in period units (including calendar years, fiscal quarters, months, and weeks) are available, but you can also create your own (see Creating or Editing a Custom Time Period (page 9-3)).

Examples of retention periods include:

• 5 calendar years

• 2 fiscal quarters

• 6 months

• 4 weeks

Note: You can specify a retention period for all triggering events. This enables you to create disposition rules for content such as "Delete all old revisions three months after the last new revision was checked in."

DISPOSITION ACTIONS

A disposition action defines what will happen after Triggering Events (page 13-4) occur and Retention Periods (page 13-5), if any, have passed. Corporate Edition supports the following built-in disposition actions:

Important: Corporate Edition does not perform the action itself; rather, it sends an e-mail notification to the person responsible for carrying out the action.

General Actions

❖ **Create Content Server Archive:** This disposition action indicates it is time to create a Content Server archive that contains the affected content with their metadata. This archive can be processed further using the Archiver utility.

❖ **Delete Old Revisions:** This disposition action indicates it is time to delete all revisions prior to the content item revision that triggered the disposition action. The

revision that activated the trigger may be the latest revision of a content item, but does not need to be.

- If a content item has 5 revisions and this disposition action is activated for revision 5 (the latest revision), then revisions 1 through 4 are marked for deletion.

- If a content item has 5 revisions and this disposition action is activated for revision 3, then revisions 1 and 2 are marked for deletion.

❖ **No Action:** This disposition action indicates there is no action to take at this time. This action usually found mid-disposition. A No Action action acknowledges that a disposition milestone has passed, and the next step in the disposition begins processing.

❖ **Notify Authors:** This disposition action indicates it is time to notify the author of the affected category that disposition actions are due for the category.

❖ **Supersede:** This disposition action indicates it is time to supersede a content item by another content item. This action is available if the Related Content component has been installed and enabled.

❖ **Checkin New Revision:** This disposition action indicates it is time to take the latest revision of the affected content items and check a copy of this revision into the content server as a new revision. This may be useful to process a content item revision based on changed historical information, "refresh" an expired document, or enter a content item into a criteria workflow for disposition processing.

❖ **Delete Previous Revision:** This disposition action indicates it is time to delete the revision prior to the content item revision that triggered the disposition action. The revision that activated the trigger may be the latest revision of a content item, but does not need to be.

- If a content item has 5 revisions and this disposition action is activated for revision 5 (the latest revision), then only revision 4 is marked for deletion.

- If a content item has 5 revisions and this disposition action is activated for revision 3, then only revision 2 is marked for deletion.

❖ **Delete Revision:** This disposition action indicates it is time to delete the content item revision that triggered the disposition action. This revision may be the latest revision of a content item, but does not need to be.

- If a content item has 5 revisions and this disposition action is activated for revision 5 (the latest revision), then only revision 5 is marked for deletion.

- If a content item has 5 revisions and this disposition action is activated for revision 3, then only revision 3 is marked for deletion.

❖ **Delete All Revisions:** This disposition action indicates it is time to delete the content item revision that triggered the disposition action as well as all earlier revisions. The revision that activated the trigger may be the latest revision of a content item, but does not need to be.

    • If a content item has 5 revisions and this disposition action is activated for revision 5 (the latest revision), then revisions 1 through 5 are marked for deletion (effectively removing the content item from the content server altogether).

    • If a content item has 5 revisions and this disposition action is activated for revision 3, then revisions 1 through 3 are marked for deletion.

MANAGING DISPOSITIONS

The following tasks are involved in managing dispositions:

❖ Enabling or Disabling User-Friendly Captions (page 13-7)

❖ Creating or Editing a Disposition Rule (page 13-8)

❖ Viewing Disposition Information (page 13-10)

❖ Deleting a Disposition Rule (page 13-10)

Enabling or Disabling User-Friendly Captions

You can enable and disable user-friendly captions at any time. This setting also affects the query strings in the Criteria boxes of the Screening pages.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Select **Configure Retention Management** from the **Administration** tray.

   The Configure Retention Administration Page (page 6-2) is displayed.

2. Select the **User-Friendly Disposition** check box.

3. Click **Submit Update**. A message is displayed saying that configuration was successful.

4. Click **OK**.

Use this procedure to disable user-friendly captions.

1. Select **Configure Retention Management** from the **Administration** tray.

   The Configure Retention Administration Page (page 6-2) is displayed.

2. Clear the **User-Friendly Disposition** check box.

3. Click **Submit Update**. A message is displayed saying that configuration was successful.

4. Click **OK**.

Creating or Editing a Disposition Rule

A disposition rule applies to all content in a category by default. This is a general navigational procedure; to view example procedures for specific types of dispositions, see the Disposition Example (page 13-10).

Permissions: The Category.Create right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray, and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the appropriate retention category.

3. In the row for the retention category, select **Edit—Edit Disposition** from the Item **Actions** popup menu. You can also click the item's Info icon and select **Edit—Edit Disposition** from the Page menu of the Disposition Information Page (page 13-15).

   The (initially blank if creating a disposition) Disposition Instructions Page (page 13-12) is displayed.

4. In the Disposition Instructions area, click **Add**.

   The Disposition Rule Screen (page 13-13) is displayed.

5. Choose the disposition rule's triggering event from the **Triggering Event (After)** list.

6. If the disposition rule has a retention period, enter an integer value in the **Retention Period (Wait for)** box and select the corresponding period from the **Retention Period** list.

7. Select an action for the rule from the **Disposition Action (Do)** list.

8. (Optional) If you want a user to review the e-mail notifications triggered by the disposition rule other than the category author, specify that user in the **Notification Reviewer** field by entering the user name or selecting a user from the dropdown list

next to the field. If you do not specify a user in this field, only the category author is notified of events triggered by the disposition rule. If you do specify a user, it depends on your system configuration who will receive e-mail notifications: both the specified user and the category author (= default) or the specified user only.

9. Click **OK**. The rule displays in the **Disposition Instructions** box. If the disposition instructions require defining multiple rules, repeat steps 4 through 9 for each rule.

10. If necessary, reorder the instructions in the list. To reorder an instruction, select it in the list, and click the up or down arrow.

11. Click **Submit Update**. The successfully updated dispositions message is displayed, with the disposition information.

12. Click **OK**.

Use this procedure to edit a disposition rule within the disposition instructions for a retention category.

Permissions: The Category.Edit right is required to perform this action. This right is assigned by default to the 'retadmin' role.

To edit a disposition rule, complete the following steps:

1. Open the **Browse Content** tray, and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the appropriate retention category.

3. Select **Edit—Edit Disposition** from the item's **Actions** menu. You can also click the Info icon and display the Disposition Information Page (page 13-15) and select **Edit—Edit Disposition** from the Page menu.

    The Disposition Instructions Page (page 13-12) is displayed.

4. In the Disposition Instructions box, select the rule to edit, and click the Edit icon ( ).

    The Disposition Rule Screen (page 13-13) is displayed.

5. Make your changes to the rule, and click **OK**. The Disposition Rule screen closes.

6. Click **Submit Update**. The successfully updated dispositions message is displayed, with the disposition information.

7. Click **OK**.

Viewing Disposition Information

Permissions: The Category.Read right is required to perform this action. By default, this right is assigned to all predefined roles.

1. Open the **Browse Content** tray, and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the appropriate retention category.

3. In the row for the retention category, click the Info icon.

   The Disposition Information Page (page 13-15) is displayed.

4. When you finish viewing the disposition information, click **OK**.

Deleting a Disposition Rule

Use this procedure to delete a disposition rule from the disposition instructions within a category, or delete the entire set of disposition instructions.

Permissions: The Category.Delete right is required to perform this action. This right is assigned by default to the 'retadmin' role.

1. Open the **Browse Content** tray and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed.

2. Navigate to the appropriate retention category.

3. In the row for the retention category, click **Edit—Edit Disposition**.

   The Disposition Instructions Page (page 13-12) is displayed.

4. Select the rule to delete and click the Delete icon (✖). The rule is deleted from the list. Repeat for each rule to delete.

5. Click **Submit Update**. The successfully updated dispositions message is displayed.

6. Click **OK**.

DISPOSITION EXAMPLE

The following is an example of a disposition.

Simple Time/Event Disposition

This example demonstrates creating a disposition based on an item's revision status.

Disposition Instructions: When a new version of an item is checked in, wait one week and notify the original author.

1. Navigate to the appropriate category.

2. In the row for the retention category, select **Edit—Edit Disposition** from the item's **Actions** menu. You can also click the Info icon and select **Edit—Edit Disposition** from the Page menu on the Retention Category Information Page (page 7-26).

   The Disposition Instructions Page (page 13-12) is displayed.

3. In the Disposition Instructions area, click **Add**.

   The Disposition Rule Screen (page 13-13) is displayed.

4. In the **Triggering Event** list, select the **No Longer Latest Revision** option. The Retention Period field becomes available.

5. In the **Retention Period** fields, enter 1 in the text box and select the **Weeks** period unit from the Retention Period list.

6. In the **Disposition Action** list, select the **Notify Authors** option.

7. Click **OK**. The disposition rule is displayed in the **Disposition Instructions** box.

8. Click **Submit Update**. The successfully updated dispositions message is displayed.

DISPOSITION INTERFACE SCREENS

The following screens are used to manage dispositions:

❖ Disposition Instructions Page (page 13-12)

❖ Disposition Rule Screen (page 13-13)

❖ Disposition Information Page (page 13-15)

Disposition Instructions Page
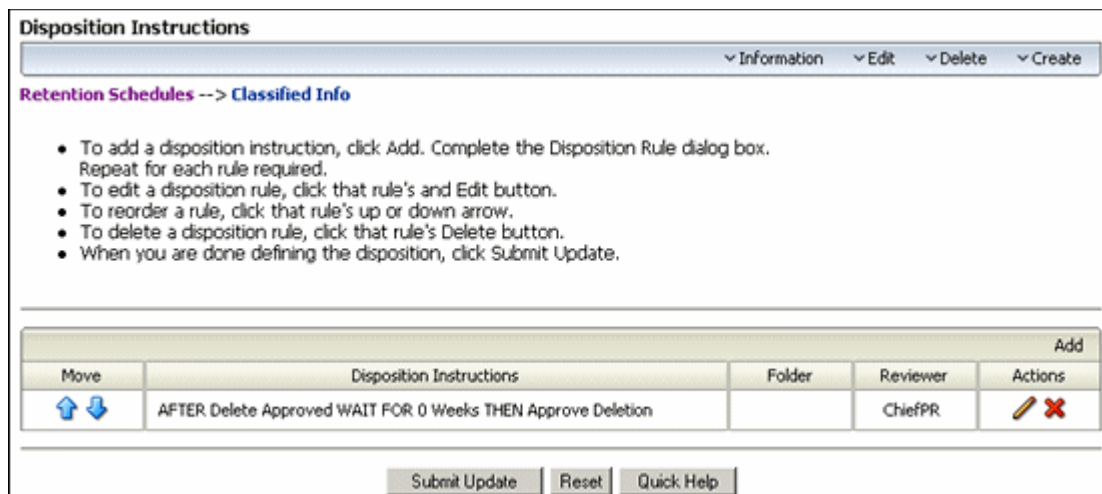
Use the Disposition Instructions page to add, edit, and delete disposition instructions for a retention category. To access it, browse content at the series level for the retention category. In the row for the retention category, click **Edit—Disposition Information** from the item **Actions** popup menu.

This page is displayed when you initially create a retention category. At the top of the page, there are bulleted instructions to assist you with its basic use.

Feature	Description
Disposition instructions box	Displays any defined disposition instructions for the retention category.
Up arrow (⬆) and Down arrow ⬇	Moves a selected disposition rule upward or downward one row with each click.
Add button	Opens the Disposition Rule Screen (page 13-13), where you can define a new disposition rule.
Edit icon (✏)	Opens the Disposition Rule Screen (page 13-13) for the disposition rule selected within the Disposition Instructions box.
Delete (✖) button	Deletes the disposition rule selected within the Disposition Instructions box.

Feature	Description
Submit Update button	Submits your updates.
Reset button	Resets the page to the initial default settings. If you are on an editing page, reset returns your original settings.

Disposition Rule Screen

Use the Disposition Rule screen to define disposition rules for a retention category. To access it, browse content at the series level for the retention category. In the row for the retention category, click **Disposition Information** from the Actions popup list. From the **Actions** menu, click **Edit**. Click **Add**.

Depending on the captions settings in the Configure Retention Administration Page (page 6-2) page, there are two views of this screen: user-friendly captions for ease in reading disposition instructions, and standard captions for those organizations accustomed to disposition language. To view procedures for setting the captions, see Enabling or Disabling User-Friendly Captions (page 13-7).

Feature	Description
Triggering Event (user-friendly label = After)	Displays triggering events that you can associate with a disposition rule. See Triggering Events (page 13-4) for a list of available triggering events. ❖ Required.
Retention Period text box and list (user-friendly label = Wait for)	Enter the number of periods and select the period unit. The retention period represents how long to retain scheduled content items. The list displays all periods defined, both built-in and custom. See Retention Periods (page 13-5) for a list of available retention period units. Required or optional depending on the disposition instruction scenario.For content item categories, you can specify a retention period for all triggering events. This enables you to create disposition rules for content such as "Delete all old revisions three months after the last new revision was checked in."
Disposition Action (user-friendly label = Do)	The disposition action defined for the rule. Corporate Edition does not perform the action itself; rather, it sends an e-mail notification to the person responsible for carrying out the action. See Disposition Actions (page 13-5) for a list of available disposition actions. ❖ Required.
Notification Reviewer	This optional field allows you to specify who will be notified of the event. If you do not specify a user here, the category author will be notified. If you do specify an additional reviewer here, both the category author and the additional reviewer will be notified. You may also configure your system so that only the reviewer specified in this field is notified and not the category author (see Tech Tip below).
Reset button	Resets the page to the initial default settings. If you are editing a rule, reset returns your original settings.

Tech Tip: If you want the specified notification reviewer to be the only user that receives e-mail notifications for the events triggered by the disposition rule (and not the category author as well), make sure that the configuration file *<CS_Instance_Dir>*/custom/RetentionManager/retentionmanager_environment.cfg contains the following line:

`RmaNotifyDispReviewerAndCatAuthor=false`

You need to restart the content server for this setting to take effect.

Disposition Information Page

Use this page to view information about disposition instructions for a retention category. The administrator can configure the disposition rules to display standard or user-friendly captions by toggling the captions setting on the Configure Retention Administration Page (page 6-2) page.

Permissions: Anyone with the Category.Read rights can view information disposition information for a retention category. All predefined roles have this role by default. To edit or delete disposition rules, the Category.Edit or Category.Delete rights are required.

To view this page, open the **Browse Content** tray, and click the **Retention Schedules** link. The Exploring Series "Retention Schedule" page is displayed. Navigate to the appropriate retention category.

Select **Information—Disposition Information** from the item's **Actions** menu. You can also Info icon for the category and select **Information—Disposition Information** from the Page menu on the Retention Category Information Page (page 7-26).

14

USING PROFILES

OVERVIEW

Records Management contains Simple Profiles functionality, which allows you to set up customized check-in, search, and updating pages based on your site's needs. Simple Profiles is fully documented in the document set available with the component. This chapter provides an overview of the functionality and how it interacts with the Records Management product. It disccusses the following topics:

❖ Managing Profiles (page 14-1)

❖ Records Management Profile Interface (page 14-2)

MANAGING PROFILES

Permissions: The Admin right is required to perform this action. This right is not assigned by default to any role.

Content profiles are used to configure the Check In, Update, Content Information, and Search pages. They limit or re-arrange the information displayed on these pages, thus making it easier for end users to see or enter only information which is directly relevant. Profiles can be considered a type of filter for what information will be displayed.

Follow this procedure to begin the profile creation process:

1. Select **Configure—Profiles** then the profile type from the Configure Retention Administration Page (page 6-2). If profiles already exist, choose Create Profile from the Page menu of the Profile Listing Page (page 14-2).

   The Profile Configuration Page (page 14-3) is displayed.

2. Select a trigger from the dropdown menu to use for the profiles for that type. This list is dependent on the type of trigger you chose to create (Content or Retention Category).

3. Click **Save** when done or **Reset** to clear your choice and make a new selection.

4. A message is displayed, indicating the configuration was saved. Click **OK**.

5. The Profile Listing Page (page 14-2) is displayed. You can now create a new profile using that trigger.

RECORDS MANAGEMENT PROFILE INTERFACE

See the Simple Profiles documentation set for complete details about creating and using profiles.The following screens are specific to the Records Management product when using profiles:

❖ Profile Listing Page (page 14-2)

❖ Profile Configuration Page (page 14-3)

Profile Listing Page

This page lists all available profiles. To access this page, select **Configure—Profiles** from the Configure Retention Administration Page (page 6-2).

The Page menu contains the following options:

❖ **Create Profile:** opens the initial screen used to create a profile of a specific type.

❖ **Configure Metadata Set**: lets you choose to change the metadata set used as a trigger for the profile type chosen.

The following options appear on the **Actions** menu for individual profiles:

Profile Information: Displays an information page with details about the profiles.

Edit: Contains options allowing you to copy the profile, update it, or move it to the Configuration Manager, where it can be edited using the Content Server profile functionality.

Delete Profile: lets you delete any custom profiles.

Configure Profile and Configure Fields: accesses Simple Profile screens where you can change specific details in the profile, such as the labels, descriptions, field configurations, and the search order of fields.

Profile Configuration Page

This page is used to select a trigger for profiles of this type (content or retention category).

This screen can be accessed in two way:

❖ If no triggers exist for content or retention categories, this screen is displayed when you select **Configure—Profiles** and a profile type from the Configure Retention Administration Page (page 6-2).

❖ If triggers already exist and you wish to change the metadata set used for the profile, select **Configure Metadata Set** from the Profile Listing Page (page 14-2).

THIRD PARTY LICENSES

OVERVIEW

This appendix includes a description of the Third Party Licenses for all the third party products included with this product.

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ZLIB LICENSE

* zlib.h -- interface of the 'zlib' general purpose compression library

  version 1.2.3, July 18th, 2005

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GLOSSARY

audit trail

An electronic means of tracking interactions with content items in a system so that any access to the content item within the system can be documented as it occurs or afterward. An audit trail may be used to identify unauthorized actions in relation to the items (for example, modification, deletion, or addition).

category

A description of a particular set of content items within a retention schedule. Each category has retention and disposition data associated with it, applied to all content items within the category.

create

To file a new electronic content item and its associated metadata.

custom disposition action

A disposition action defined by administrators, as opposed to a disposition action that is built into Records Manager Corporate Edition.
See also: disposition action.

custom period

A period defined by administrators, as opposed to a period that is built into Records Manager Corporate Edition.
See also: period.

custom trigger

A trigger defined by administrators, as opposed to a trigger that is built into Records Manager Corporate Edition.
See also: trigger.

cycle

The periodic replacement of obsolete copies of content that is subject to review with copies of current content that is subject to review. This may occur daily, weekly, quarterly, annually, or at other designated intervals as specified by regulations or by the administrator.

disposition

All actions to be taken when a retention period of a content item has ended and it has reached a designated disposition date.

disposition action

An individual operation to be performed when a retention period of a content item has ended and it has reached a designated disposition date.

disposition instruction

A set of individual actions that are to be performed when a retention period of a content item has ended and it has reached a designated disposition date.

electronic record

A item stored in a form that a computer can process. Electronic items are also referred to as machine-readable content items.

event disposition

A disposition instruction in which a content item is eligible for the specified disposition (transfer or destroy) upon or immediately after the specified event occurs. No retention period is applied.
See also: time disposition, time-event disposition.

external item

A content item, physical or electronic, whose source file is not specifically stored in Records Manager Corporate Edition. Records Manager Corporate Edition can be used to track and search metadata associated with the external file, including disposition schedules, and can even manage an electronic rendition of an external file. An electronic rendition can be checked in as a primary file of an external content item, or be filed as a

separate file, and then linked to the external file metadata.
See also: internal item.

file plan
See: retention schedule.

freeze
To pause disposition processing of a content item due to special circumstances, such as a lawsuit, court order, or investigation. Freezing content items temporarily extends an approved retention period.

inactive record
See noncurrent content item.

internal item
An electronic item stored within Records Manager Corporate Edition.
See also: external item.

link
A defined relationship between content items. This may be useful when content items are related and need to be processed together.

media type
The material or environment on which the information of a content item is inscribed (for example, microform, electronic, paper).

metadata
Data describing stored data; that is, data describing the structure, data elements, interrelationships, and other characteristics of electronic content items.

noncurrent content item
Items no longer required to conduct business and therefore ready for final disposition.

originating organization
Official name or code identifying the office responsible for the creation of a document.

period

The segment of time that must pass before a review or disposition action can be performed. Records Manager Corporate Edition comes with a number of built-in periods (for example, "one year"), but you also can create custom periods to meet your unique business needs.

privileged user

An individual who is given special permission to perform functions beyond those of typical users.

publication date

The date and time that the author or originator completed the development of, or signed the document. For electronic documents, this date and time should be established by the author or from the time attribute assigned to the document by the application used to create the document. This is not necessarily the date or time that the document was filed in the system.

retention schedule

The collective set of the series, categories andcontent item contained in a hierarchical structure.
See also: category.

rendition

Replication of a content item that provides the same content but differs from the reference because of storage format or storage medium (for example, an HTML version generated from an original Word document).

retention period

Length of time that a content item must be kept in its repository before the content item can enter its final disposition instruction, such as destroy or archive.

screening

The process of aggregating and reviewing content items for management, review, and disposition purposes.

series

A collection of retention categories in the retention schedule. You cannot file content items directly into a series; you must file the items into a category.

subject to review

Essential agency or private-sector business content items required to meet operational responsibilities. These content items are subject to periodic review and update. Also referred to as "essential content."

supersede

To supplant, or displace, an item by another item that is more recent or improved (superior).

time disposition

A disposition instruction specifying when a content item is cut off, after which a fixed retention period is applied before disposition.
See also: event disposition, time-event disposition.

time-event disposition

A disposition instruction specifying that a content item is disposed of a fixed period of time after a predictable or specified event. After the specified event has occurred, then the retention period is applied.
See also: event disposition, time disposition.

trigger

An event that needs to take place before a disposition instruction is processed. They are associated with disposition rules for retention categories. Examples of triggering events include changes in item state, completed processing of a preceding disposition action.

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