

StoredIQ

KEY PRODUCT FEATURES

- **Data topology map** provides a clear understanding of data across the enterprise to facilitate appropriate retention and disposition decisions
- **Records management workflow** streamlines the management of records policies across the enterprise; allows records managers and IT to work in tandem
- **Identify and classify records** according to business-value and pre-defined requirements
- **Automatically execute electronic records policies** by taking action on your data including copy, move, or delete based on records policies
- **Defensibly delete records** with no business value by automatically destroying documents in compliance with corporate disposition policies

Powerful Records Management Based on Deep Information Intelligence

StoredIQ is a global provider of actionable information governance solutions, enabling organizations to gain visibility and control over business-critical information to meet their eDiscovery, records management, compliance, and storage management requirements. With StoredIQ, legal, records managers, compliance officers, or IT can utilize a suite of purpose-built applications that arm them with the information intelligence needed to minimize the cost and risk of governing the ever increasing amount of unstructured data stored across the enterprise.



RecordsIQ: For Intelligent, Automated Records Management

- **Identify and classify** records according to business-defined requirements.
- **Take immediate action** to place records in their proper location and set appropriate retention periods.
- **Clean-up** outdated records with no business value by automatically destroying documents which meet corporate disposition policies.

The Records Management Challenge

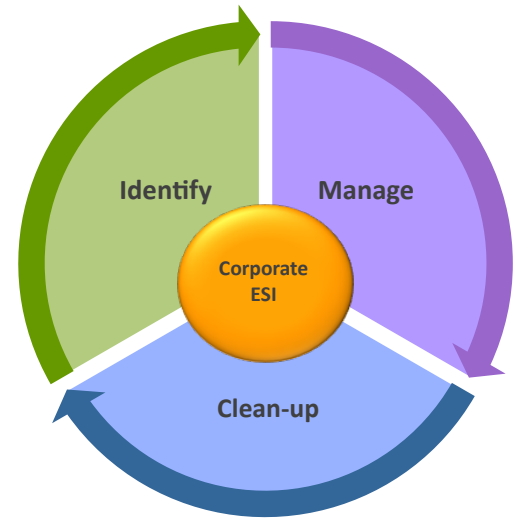
Records Management can be a solid starting point to realize bottom line financial gains. Approximately 50% of the data currently stored within a typical organization is old, obsolete or unnecessary to retain. Proactively following a records retention schedule and defensible data deletion policies significantly reduce legal and compliance risks, but also yield tangible ROI in the IT storage budget. Content and records management systems can provide very powerful control over information, but they offer little value if content never makes it into the system. This is the Achilles heel of records management - requiring users to go through a manual filing process that they perceive as having little value to them.

As a result, work-in-progress files and other content languish in unmanaged environments such as shared drives and desktops - out of sight and out of control. Realizing the increased legal and regulatory risk this presents, many organizations turn to StoredIQ, a leading provider of proven, enterprise-class information governance solutions.

RecordsIQ Oversees the Entire Lifecycle of Electronically Stored Information

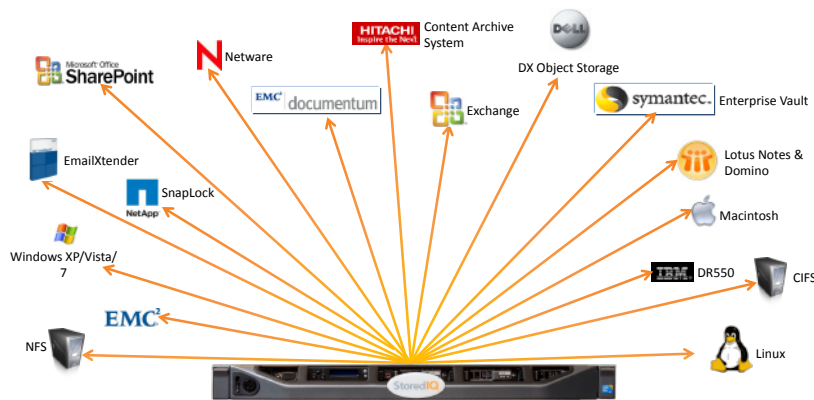
RecordsIQ enables your content to easily flow into your managed environments. RecordsIQ is an innovative application built to run on the StoredIQ Information Intelligence Platform. RecordsIQ provides a custom-built interface for Records Managers, enabling them to identify and manage potential records across more than 100 common enterprise data sources. Once identified, content can be managed by the records manager's file plan, with retention periods enforced.

RecordsIQ also enables records managers to examine and clean up unmanaged environments in accordance with their policies and procedures. The result - useful business information at the tip of your fingers and an estimated 50% reduction in files, providing a leap in productivity and hard dollar savings on storage, administration and potential eDiscovery costs.



StoredIQ manages the entire lifecycle of a record, from identifying and managing its classification and storage, to defensible data deletion and clean-up.

Find and Classify Records Anywhere



StoredIQ connects directly to a variety of data sources without the need for agents or gateways.

The Records Management process begins with Identification - appropriately classifying files based on their content. Today, this process is typically done either by knowledge workers as they move files into a records management system or by more sophisticated tools, such as auto-classification, after a worker puts the file into the records management system. The problem is that both mechanisms require the worker to even start the process.

With RecordsIQ records managers can proactively find, evaluate and classify files where they live, without requiring worker involvement. Using an intuitive web interface, users can create classifications of files according to their existing file plan. RecordsIQ is flexible, enabling both "Big Bucket" retention schedules as well as more detailed and fine-grained file plans and retention schedules. Classifications can be built utilizing any combination of key words, over 250 out-of-the-box attributes, regular expressions and natural language entities.

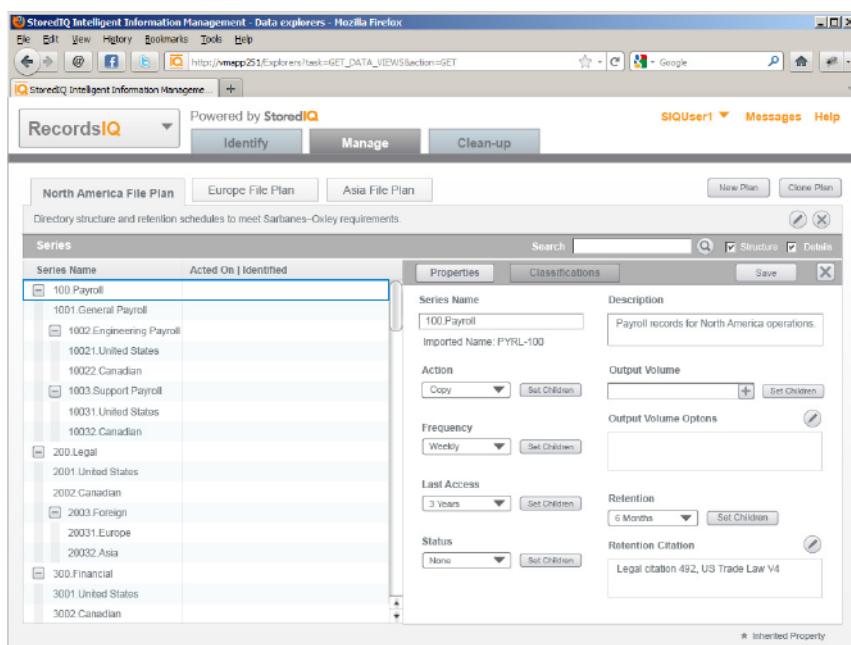
“ With StoredIQ, we have true enterprise-wide visibility and control to implement consistent records management, data retention and document deletion policies, without burdening the IT department. ”

— Records Manager, Fortune 500 Company

Take Your File Plan Digital

Once you've found your records out in the wild you need to act on them. Most corporations have spreadsheets (or even binders) filled with detail on how records should be handled - the how, where, when and for how long of file management. What they don't have is the ability to bring this file plan into the digital space for acting on files where they live. With RecordsIQ, Records Managers now have a single interface for managing the complexity of their file plan across the entire enterprise. Once files have been appropriately identified and classified the RecordsIQ file plan manager enables the creating and tracking of a digital file plan.

Records Managers can decide how they want to treat records (copy or move from work-in-progress areas), where they want them put, how often do they want to retrieve records, what sort of retention period should be set on them and how long they should wait after a potential record in a work-in-progress area has been updated before acting on it. Plan creation is made easy with pre-built integrations into leading content management systems and the ability to import simple to complex file plan hierarchies. Finally, once the file plan is built, Records Managers can track progress with an at-a-glance dashboard that details how many records have been identified and how many are currently under management.



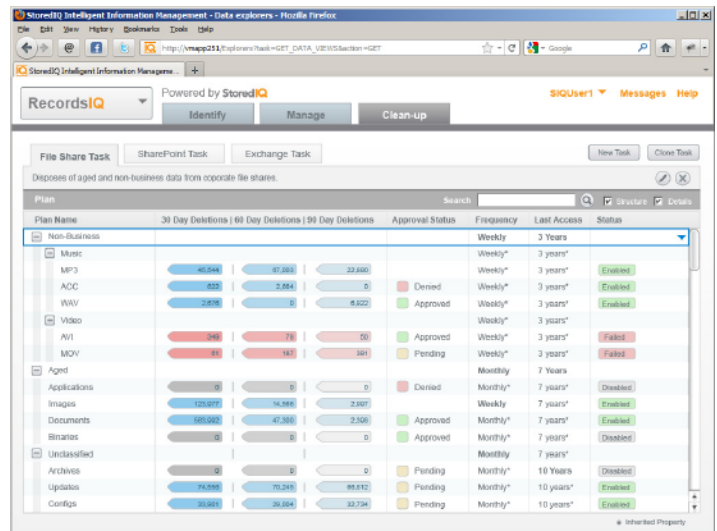
- Take action on your data – copy, move, hold-in-place
- Set frequency
- Set retention periods

Clean House with Defensible Data Deletion

The ever-increasing amount of corporate data presents a problem to the entire enterprise. Workers are less productive because they can never find what they need, IT administration costs continue to rise and rise, and the legal team spends countless hours and dollars reviewing data that should have been deleted years ago.

With RecordsIQ all this can change - Records Managers, working with Legal, can define clean-up plans for their different WIP and Retention areas, removing non-business and aged data that no longer has any value to the enterprise. Of course, RecordsIQ checks for any applicable retention schedules and legal holds before disposing of any file. An optional approval workflow is also included in the clean-up process - allowing workers to have the ability to review files that are scheduled for deletion.

Finally, Records Managers are provided with a dashboard to monitor the conveyor belt as files move toward destruction, giving them a view of how much data is scheduled to be removed.



Clean-up dashboard helps you easily manage ongoing records retention and disposition.

ROI

- Reduce up to 50% of stale, obsolete and non-business data
- Significantly reduce IT investment in storage hardware and management cost
- Reduce downstream legal review costs by defensibly deleting data and eliminating unnecessary files for production

Talk with the experts at StoredIQ today and learn more about our actionable information governance solutions.